#### Message

From: Munoz, Charles [munoz.charles@epa.gov]

**Sent**: 2/22/2017 5:16:01 PM

To: Allen, Reginald [Allen.Reginald@epa.gov]; Roberts, Suzanne [Roberts.Suzanne@epa.gov]; Barnett, Howard

[Barnett.Howard@epa.gov]

CC: Miles, Ramona [Miles.Ramona@epa.gov]; Lesperance, Twanna [Lesperance.Twanna@epa.gov]

**Subject**: Sarah Greenwalt - AD Appointment

Attachments: Greenwalt Binder.pdf

All,

Attached is the binder for Sarah Greenwalt. She will be joining us as a Senior Advisor, using one of our Administratively Determined positions. A start date of 3/5 at the GS 13, Level 2 rate is requested. Please let me know of any questions. Thank you.

Charles Munoz White House Liaison Environmental Protection Agency

#### 13 POINTS MEMO: New Hire Approval Request

**AGENCY: Environmental Protection Agency** 

<u>CANDIDATE INFORMATION</u> (To be completed by applican	nt	)
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- Name: Sarah A. Greenwalt
  Phone: Ex. 6
  Email: Ex. 6
  Date of Birth: Ex. 6 Personal Privacy
- Current Residence (City & State): Oklahoma City, Oklahoma
- Social Security Number: Ex. 6
- 5 Year Salary History:

Ex.	6
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Resume Required (Disregard if already submitted)

#### **PROPOSED POSITION** (To be completed by the White House Liaison)

- APPT TYPE (Schedule C, NC-SES, XS, AD): AD (GS-13 / Step 2)
- OFFICE: OASUBOFFICE: OA
- POSITION TITLE: Senior Advisor to the Administrator
- REQUESTED EFFECTIVE DATE: 3/6/17
  JOB DESCRIPTION: PDF Attached

EcoRights v EPA, No. 1:18-cv-00075 (D.D.C.); EPA-HQ-2018-006474

### SARAH GREENWALT

Ex. 6

**EDUCATION** 

University of Oklahoma College of Law

Norman, OK May 2013

Juris Doctor
Honors:

Order of the Barristers

Academic Achievement Award – Legal Research and Writing

Dean's Honor Roll

Cole E. Adwon Scholarship for Excellence in Moot Court Competitions

**Moot Court:** Top Speaker Award in Intra-school Moot Court Competition

Chicago Bar Association Moot Court Competition; Chicago, Illinois

First Amendment Moot Court Competition; Washington, D.C.

**Activities:** Federalist Society

Organization for the Advancement of Women in Law

Volunteer Income Tax Assistance (VITA)

University of Oklahoma
Norman, OK
Bachelor of Arts, Psychology
May 2010

**Honors:** President's Honor Roll

Dean's Honor Roll

OU Foundation Scholar, given to selected Honors College students

PROFESSIONAL EXPERIENCE

#### Office of the Oklahoma Attorney General

Oklahoma City, OK

General Counsel to the Attorney General and Deputy General Counsel to the Attorney General

August 2016-Present

- Provided legal counsel to the Attorney General, members of the Legislature, agency directors, and the Governor's office regarding a variety of confidential and complicated issues.
- Facilitated the Attorney General's Opinion process by composing and overseeing other attorneys in the drafting of official Opinions on a range of state and federal law questions.
- Reviewed and revised draft ballot title language for state questions and defended the Attorney General's language in the Oklahoma Supreme Court.

Assistant Solicitor General and Law Clerk

May 2012- August 2016

- Defended the constitutionality of state statutes by briefing and arguing original jurisdiction actions
  before the Oklahoma Supreme Court; briefed and argued high profile cases before state district and appellate
  courts, including issues regarding abortion regulations, school vouchers, and workers' compensation reform.
- Brought challenges on behalf of the State against federal regulations, including challenges to the EPA's
   "Waters of the United States" Rule and the IRS's Final Rule regarding tax credits under the Affordable Care Act.
- Drafted Petition for Certiorari and amicus brief in United States Supreme Court cases.

#### U.S. Department of Veterans Affairs

Oklahoma City, OK

Law Clerk for the Office of Regional Counsel for Veterans Affairs Medical Center of OKC

May 2012-Aug. 2012

May 2011-Sept. 2011

- Prepared training materials on the EEOC's final regulations regarding the Americans with Disabilities
   Act Amendments Act of 2008 and the Privacy and HIPPA regulations of the Department of Veterans Affairs.
- Gained a practical understanding of both Administrative and Health Law.

#### University of Oklahoma College of Law

Norman, OK

Research Assistant to Professor Joseph Thai

Drafted substantive materials for utilization in legal texts such as "John Paul Stevens: In His Own Words" and a Supreme Court sourcebook, which discussed the inner workings of the United States Supreme Court.

• Performed legal research on criminal and constitutional law issues including United States Supreme Court death penalty jurisprudence and the role of supreme courts in a democratic society.

#### SENIOR ADVISOR TO THE ADMINISTRATOR

#### Supervisory Controls

Receives broad general direction and policy guidance from the Administrator. Within this framework, the incumbent is allowed wide latitude in the exercise of initiative and judgment in performing assigned duties in a highly independent manner. Work is subject to review only for attainment of overall objectives and compliance with broad policies.

#### Major Duties and Responsibilities

- 1. Serves as Senior Advisor to the Administrator. In this capacity, incumbent serves as a financial advisor to the Administrator. Provides advice concerning internal and external Agency financial policy efforts for the Agency and recommends appropriate courses of action.
- 2. Renders financial advice to identify and analyze emerging legislation and regulatory issues of interest to the Administrator. Maintains a continuing awareness of regulations and the policies and programs supported by the Administration and the Congress in order to make recommendations to the Administrator. Represents the Agency in numerous working groups and before various stakeholders to ensure financial policy issues are addressed.
- 3. Keeps abreast of new developments within and outside the Federal sector pertaining to assigned areas of expertise and provides financial advice and options to the Administrator on strategies to accommodate such developments. Exercises a high degree of initiative in determining suitable alternative solutions with officials of other Federal agencies, state and local governments charged with similar responsibilities.
- 4. Provides advice to the Administrator and identifies problem areas, develops and recommends solutions and specific policies in relation to highly urgent and sensitive operational and/or financial management matters. Arranges for the implementation of specific policies and recommendations, including making action assignments to the appropriate organizational element.
- 5. Advises the Administrator as to significant observations and presents background information, personal opinions, and advice concerning program responsibilities and operations. As directed, provides direction to and/or leads staff in the analysis of financial management problems or issues reaching the Administrator's Office.
- 6. Ensures that the Agency's management team is informed of and given an opportunity to comment on proposed actions or decisions affecting their offices of responsibilities. Encourages consultation and communication throughout the Agency to ensure collaboration and

understanding of key financial management issues. Represents the Administrator in discussions with key members of the Agency in conveying the Administration's point of view, desired emphasis, and goals. Recommends new approaches to problems and objectives and enlists cooperation and contributions from Agency staffs.

- 7. Represents the Administrator and the Agency at all levels of government, including Federal, state, municipal, and county agencies as well as private industry and citizen groups. Applies a broad and comprehensive knowledge of problems involved in effective relationships between various government levels, private industry, and citizenry in striving to promote plans and programs of personal concern to the Administrator and special significance to the national environmental protection effort. Stimulates interest, elicits support, works out agreements at all these levels, and advises the Administrator on courses of action which should be taken.
- 8. Attends conferences for and with the Administrator, assesses the impact and subsequent relevance of all matters discussed, and suggests to the Administrator possible avenues of approach. Follows up by conferring with the Assistant and Regional Administrators and/or their offices, discussing these issues and providing them with information developed through personal contacts.
- 9. Performs other duties as assigned.

Message

From: Munoz, Charles [munoz.charles@epa.gov]

**Sent**: 4/25/2017 1:49:21 PM

To: Allen, Reginald [Allen.Reginald@epa.gov]; Barnett, Howard [Barnett.Howard@epa.gov]; Ford, Hayley

[ford.hayley@epa.gov]; Fugh, Justina [Fugh.Justina@epa.gov]; Lesperance, Twanna [Lesperance.Twanna@epa.gov];

Miles, Ramona [Miles.Ramona@epa.gov]; Peppins, Felicia [Peppins.Felicia@epa.gov]; Roberts, Suzanne

[Roberts.Suzanne@epa.gov]; Willis, Sharnett [Willis.Sharnett@epa.gov]

CC: Fugh, Justina [Fugh.Justina@epa.gov]
Subject: AD Conversion to Schedule C and NC-SES

Attachments: Ringel Binder.pdf; Chmielewski\_Binder.pdf; Kell Kelly Binder.pdf; Palich\_Christian\_Binder.pdf; Ex. 6 Binder.pdf

ΑII,

All,

Please begin the process of putting together the 1019's and the 1652 for Kell and for the following individuals:

Ringel, Aaron

Chmielewski, Kevin

Palich, Christian (Continue with his AD appointment but build the 1019 so I can submit)

Ex. 6

Kelly, Albert

Let me know of any questions, thank you.

Charles Munoz White House Liaison Environmental Protection Agency 202-380-7967

#### 13 POINTS MEMO: New Hire Approval Request

**AGENCY: Environmental Protection Agency** 

CANDIDATE INFORMATION	(To be comp	oleted by a	applicant)

- Name: Albert Charles Kelly, Jr.
- Phone: Ex. 6
- Email:
- Date of Birth: Place of Birth:
   Ex. 6 - Personal Privacy
- Current Address: Ex. 6
- Social Security Number: Ex. 6
- 5 Year Salary History:
  - 0 0 **Ex.** 6 0 0 0

Resume Required (Disregard if already submitted)

#### **PROPOSED POSITION** (To be completed by the White House Liaison)

- APPT TYPE (Schedule C, NC-SES, XS, AD): NC-SES Level 3
- OFFICE: OA • SUBOFFICE: OA
- POSITION TITLE: Senior Advisor to the Administrator
- REQUESTED EFFECTIVE DATE: 3/27/17
- JOB DESCRIPTION: PDF Attached

# The White House Presidential Personnel Office SKC/SES BIO SHEET

This information is necessary to begin the clearance process. Return to White House Liaison when completed.

DARTI RECOGNI		ENEW AVAIL		VVAL J B I L S	a a Malla	N			
PART I: PERSONAL 1. FULL NAME (Last, First, Middle):	INFORMATION (TO	BE COM				A LE) Y NUMBER:			
Kelly, Jr. Albert, Charles	S			Ex.					
3. CURRENT RESIDENTIAL ADDRESS		ity, State	 , ZIP Code)			j			
Ex. 6									
<u> </u>									
4. VOTING ADDRESS IN 2016 (Number	r, Street, City, State	, ZIP Cod	le, if differer	nt than c	urrent ad	dress)			
Ex. 6									
5. PLACE OF BIRTH (City, State; if not	U.S., state, country)	6.0	GENDER		7. DA	TE OF BIRTH			
Ex. 6 - Personal Privacy		Ma	ale		Ex. 6	- Personal Privacy			
8. ETHNIC HERITAGE		9. F	RACE		10. P	10. POLITICAL PARTY			
Irish/German		W	hite		Rep	oublican			
11. HOME PHONE			13. WC	RK PHO	NE				
Ex. 6	Ex. 6				Ex. 6				
14. PERSONAL EMAIL		15. WOI	RK EMAIL						
		akelly	y@spir	itban	k.con	ı			
16. CURRENT POSITION (Title, Compa	any)	17. WORK ADDRESS (Number, Street, City, State, Zip)							
Chairman, SpiritBank		1800	S. Balt	timor	e, Tul	sa, Ok 74119			
18. PLEASE LIST ALL SOCIAL MEDIA	ACCOUNTS (Or say	y none if	you have no	one)					
Facebook, Linkedin, Twitter									
19. EDUCATION (Degree, Institution, Y	ear)	20. AWA	ARDS						
BBA Univ of Okla 1977		Several regular awards for involvement and							
JD Univ of Okla 1980		leadership							
21. MILITARY SERVICE (Rank, Branch	, Years)	22. PREVIOUS PRESIDENTIAL APPOINTMENTS							
Captain, USAR, 1988-1	1	None							
PART II: POSITION INFO	PRMATION (TO BE	COMPLE 2. AGEN		/HITEIH	OUSE LI	AISON)			
Senior Advisor to the Admi	inictrator			al Dro	toction	n Agency			
2. APPOINTMENT TYPE	3. GRADE	LIIVII	JIIIIGIIIG		NUMBE				
NC-SES	Level 3			4. OF IV	INUIVIDE	.IX			
		IONE		7 18/11		T a a a li			
5. WH LIAISON NAME	6. WH LIAISON PH 202-564-30		7. WH LIAISON EMAIL						
Charles Munoz	97 Munoz.Charles@epa.go				aries@epa.gov				

#### EXECUTIVE MANAGEMENT / COMMUNITY LEADER

#### PROFESSIONAL SUMMARY

High energy, hardworking executive who builds winning teams by motivating to high levels of performance. Leads by example. Experience successfully leading companies, local, state and national organizations. Strategic thinker. Created a business culture which emphasizes the importance of relationships with both customers and employees.

#### **CORE COMPETENCIES**

Organization, Communication, Motivational Speaker, Strategic Planning, Business Planning, Business Development, Relationship Development, Sales Training, Incentive Planning and Implementing, Team Leadership, Government Relations, Issue Advocacy, Political Activity

#### CAREER OVERVIEW

SPIRITBANK BRISTOW, OK

1984-PRESENT

Chairman 2012-Present; President and CEO 1990-2014; Vice President 1984-1990

Lead the bank and affiliates, to align with the board's vision. Guide executives and high level officers through daily operations, special projects, and problem management. Balance objectives internally and externally to strengthen and sustain the bank. Provide the bank a local and national presence by representing the bank at public meetings, conferences, legislative events, and sponsored events. Work in tandem with the CFO to ensure financial reporting accuracy, efficiency, asset liability management and overall profitability of the organization. Grew the bank from one location with \$35 million in assets to a multiple location, multi-city bank reaching \$1.5 billion at its peak.

MCMILLAN, VASSAR & KELLY BRISTOW, OK

1980-1985

#### Partner

General practice of law including work in banking, domestic relationship law, contracts, personal injury, oil and gas, and real estate.

ASSISTANT DISTRICT ATTORNEY, CREEK & OKFUSKEE COUNTIES, OK

1982-1984

#### Assistant District Attorney

Responsible for prosecution of all types of criminal violations including docket management, jury and non-jury trials and office administration.

#### **BENCHMARKS & MILESTONES**

#### EXECUTIVE MANAGEMENT/LEADERSHIP

- Co-founder and Co-Chairman of TRUST (Transportation Revenue Used Strictly For Transportation)
  Statewide transportation coalition, chiefly responsible for dramatic increase instate transportation revenue being expended on roadways and bridges
- Chairman of the Oklahoma Turnpike Authority: Responsible for administration of 606 miles of turnpike system in Oklahoma. The bond rating for the Oklahoma Turnpike Authority is one the highest in the nation and the value provided its customer is one of the least costly in the country
- Founded and led the SpiritBank Ambassador Program which educated selected SpiritBankers on the legislative process and provided issue advocacy on strategically important legislation for the state
- Founding director of Retired Educators for Agriculture Program; a statewide program to provide high school and college students with hands-on agriculture-related internships
- Served on City of Bristow Park Board and helped lead a \$4 million renovation of Bristow's City Park by raising all money from private sources
- Completed Board terms on the Oklahoma State Chamber of Commerce, Tulsa Chamber Of Commerce, Oklahoma Institute for Child Advocacy, Salvation Army, Oklahoma Policy Institute, Opportunity

Oklahoma, Oklahoma Center for Non-Profits, Bristow Park Board.

• Manager of Family Cattle Ranch responsible for daily care of approximately 200 head of cattle

#### BANKING/FINANCE

- Past Chairman of the American Bankers Association which represents over 5,000 banks nationwide
- Past Chairman of American Bankers Association Community Bankers Council which is the arm or the American Bankers Association Grass Roots Advocacy effort which organized and energized the rank and file bankers into a national lobby effort
- Served on American Bankers Association Board of Director for 8 years
- Past Chairman of the Oklahoma Bankers Association responsible for the representation of the over 250 banks then in Oklahoma

#### OTHER ASSOCIATIONS

Young Presidents Organization Oklahoma Bar Association American Bar Association Bristow Rotary Club NAACP Life Member American Bankers Association Oklahoma Bankers Association Bristow Chamber of Commerce Tulsa Chamber of Commerce Bristow Historical Society

#### **EDUCATION**

Juris Doctorate, University of Oklahoma, Bachelor of Business Administration, University of Oklahoma

#### SENIOR ADVISOR TO THE ADMINISTRATOR

#### Supervisory Controls

Receives broad general direction and policy guidance from the Administrator. Within this framework, the incumbent is allowed wide latitude in the exercise of initiative and judgment in performing assigned duties in a highly independent manner. Work is subject to review only for attainment of overall objectives and compliance with broad policies.

#### Major Duties and Responsibilities

- 1. Serves as Senior Advisor to the Administrator. In this capacity, incumbent serves as a financial advisor to the Administrator. Provides advice concerning internal and external Agency financial policy efforts for the Agency and recommends appropriate courses of action.
- 2. Renders financial advice to identify and analyze emerging legislation and regulatory issues of interest to the Administrator. Maintains a continuing awareness of regulations and the policies and programs supported by the Administration and the Congress in order to make recommendations to the Administrator. Represents the Agency in numerous working groups and before various stakeholders to ensure financial policy issues are addressed.
- 3. Keeps abreast of new developments within and outside the Federal sector pertaining to assigned areas of expertise and provides financial advice and options to the Administrator on strategies to accommodate such developments. Exercises a high degree of initiative in determining suitable alternative solutions with officials of other Federal agencies, state and local governments charged with similar responsibilities.
- 4. Provides advice to the Administrator and identifies problem areas, develops and recommends solutions and specific policies in relation to highly urgent and sensitive operational and/or financial management matters. Arranges for the implementation of specific policies and recommendations, including making action assignments to the appropriate organizational element.
- 5. Advises the Administrator as to significant observations and presents background information, personal opinions, and advice concerning program responsibilities and operations. As directed, provides direction to and/or leads staff in the analysis of financial management problems or issues reaching the Administrator's Office.
- 6. Ensures that the Agency's management team is informed of and given an opportunity to comment on proposed actions or decisions affecting their offices of responsibilities. Encourages consultation and communication throughout the Agency to ensure collaboration and

understanding of key financial management issues. Represents the Administrator in discussions with key members of the Agency in conveying the Administration's point of view, desired emphasis, and goals. Recommends new approaches to problems and objectives and enlists cooperation and contributions from Agency staffs.

- 7. Represents the Administrator and the Agency at all levels of government, including Federal, state, municipal, and county agencies as well as private industry and citizen groups. Applies a broad and comprehensive knowledge of problems involved in effective relationships between various government levels, private industry, and citizenry in striving to promote plans and programs of personal concern to the Administrator and special significance to the national environmental protection effort. Stimulates interest, elicits support, works out agreements at all these levels, and advises the Administrator on courses of action which should be taken.
- 8. Attends conferences for and with the Administrator, assesses the impact and subsequent relevance of all matters discussed, and suggests to the Administrator possible avenues of approach. Follows up by conferring with the Assistant and Regional Administrators and/or their offices, discussing these issues and providing them with information developed through personal contacts.
- 9. Performs other duties as assigned.

#### 13 POINTS MEMO: New Hire Approval Request

**AGENCY: Environmental Protection Agency** 

#### **CANDIDATE INFORMATION**

**NAME: SAMANTHA KATHLEEN DAVIS** 

PHONE: Ex. 6

EMAIL: Ex. 6

PLACE OF PIPTH

PLACE OF BIRTH
 DATE OF BIRTH: Ex. 6 - Personal Privacy

Social Security Number: Ex. 6

5 Year Average of Salaries: PDF Included

Resume Required

#### **PROPOSED POSITION**

• APPT TYPE: NC-SES – LEVEL 3

• OFFICE: OA

• **SUBOFFICE:** Policy

• POSITION TITLE: Senior Policy Counsel to the Administrator and Associate Administrator for Policy

• JOB DESCRIPTION: PDF Included

**REQUESTED EFFECTIVE DATE: 2/21/17** 

## Samantha Kathleen Dravis Ex. 6

WORK EXPERIENCE

**Republican Attorneys General Association** 

Policy Director/General Counsel

Salary: Ex. 6

Washington DC

2015-Present

- Brief attorneys general and advise their staffs on state and federal policy issues, multistate litigation, amicus brief requests, coordinate coalition responses and messaging
- Manage all compliance and legal issues for organization
- Serve as President of affiliated 501(c)(4) organization, Rule of Law Defense Fund

Freedom Partners Chamber of Commerce Legal Counsel

Salary: Ex. 6

Arlington, VA 2013-2015

- Conduct due diligence, ensure compliance with FEC rules and IRS regulations for tax exempt organization
- Approve broadcast television and digital advertisements, grassroots lobbying and other issue advocacy activity
- Write and execute contracts, agreements, policies and training materials for organization
- Advise on public policy initiatives and priorities for organization

Taft, Stettinius & Hollister LLP

Salary: Ex. 6

Indianapolis, IN

2012-2013

- Represented clients in firm's litigation and intellectual property practice groups
- Write briefs, pleadings and client memos; attend trials and depositions; served as Summer Associate in 2011

#### **Romney for President 2012**

Associate Attorney

Lansing, MI

Michigan Election Day Operations Director

2012

- Managed all election day operations in Michigan; supervised high profile projects in other states, including a major ballot duplication process in Palm Beach, Fla.
- Advised Romney for President headquarters on state election law issues
- Recruited, trained, and managed a team of hundreds of volunteer attorneys and staff for election day
- Oversaw the preparation of election day and post-election day litigation plans and strategies

The White House Washington, DC

Associate Director, Office of Political Affairs

2007-2008

- Drafted briefings and memos for the President, First Lady, Vice President, and other senior White House officials
- Conducted strategic research on legislative and domestic policy issues for Director
- Assisted the President's personnel office with appointments to Presidential boards and commissions
- Planned and executed State Arrival of Pope Benedict XVI, other dignitaries with White House Social Office

#### John McCain for President 2008

Arlington, VA

Regional Political Coordinator and Director of Surrogate Operations

2007

- Developed grassroots political organization and organized delegate recruitment in California, Nevada and Utah
- Worked with campaign attorneys to facilitate placement of John McCain on the ballot in key primary states

#### Office of U.S. Representative Daniel Lungren (R-CA)

Washington, DC

Executive Assistant/Legislative Assistant

2006-2007

- Manage legislative portfolio and advise Congressman on issues including national defense, social security and labor issues
- Handled Congressman's calendar, speaking engagements, correspondence, and other administrative matters

**EDUCATION** 

#### University of Notre Dame Law School

Notre Dame, IN

Juris Doctor, cum laude

May 2012

Executive Solicitation Editor, *The Notre Dame Journal of Law, Ethics, and Public Policy;* Legal Internships: Pacific Legal Foundation; U.S. District Court for the Eastern District of Michigan; U.S. Attorney for the District of Kansas

**University of Kansas** 

Lawrence, KS

Bachelor of Arts, Political Science

May 2005

James and Alice Phelps Memorial Scholarship Recipient; Intern, Office of U.S. Senator Sam Brownback (R-KS)

#### Associate Administrator For Office of Policy ES-0340

#### **INTRODUCTION**

The Associate Administrator for Office of Policy, Office of the Administrator, serves as the principal advisor to the Administrator for coordination of Agency wide policies and economics that promote innovative approaches to protecting public health and the environment with responsibility for overseeing the testing of new and innovative approaches to environmental protection and related policy changes.

#### SUPERVISORY CONTROLS

Receives general direction and broad policy guidance from the Administrator/Deputy Administrator. Within this broad framework, duties are performed with maximum independence subject to review only for attainment of overall objectives and compliance with policies.

#### MAJOR DUTIES AND RESPONSIBILITIES

- 1. Serves as Counselor to the Administrator and Associate Administrator for the Office of Policy on all matters pertaining to environmental protection policy, and economic and innovative approaches to protecting public health and the environment. Serves as the primary link between the Administrator/Deputy Administrator and the regulated community on innovation policies and practices. Assures Agency wide integration of policies, strategic framework, new practices and approaches for innovation which result in increased achievements in environmental protection.
- 2. Serves as the point of contact for affecting the coordination of matters pertaining to policies and economics that promote innovative approaches to protecting public health and the environment.
- 3. Oversees the Agency's implementation of innovative activities to ensure new approaches and related policies are identified, designed, and tested by supporting program-specific approaches by other EPA offices. Identifies advantages and disadvantages, risks, and benefits associated with particular proposals; evaluates the various methods of implementing policy and program initiatives; and provides the Administrator/Deputy Administrator with authoritative analyses and recommendations. Provides advice and counsel on the need for change in the methods, procedures, and policies to strengthen the Agency's regulated authority. Recommendations are based on personal and group assessments, analyses, reports, general information, and other sources as supplemented by a continuous awareness of administrative or management policies, issues and programs.
- 4. Represents the Agency in providing advice and information to the Administrator/Deputy Administrator on innovative efforts and activities. With the responsible program and regional offices, the Associate Administrator identifies and seeks solutions to emerging innovation issues.
- 5. Oversees the coordination of innovative activities, work groups, and regional responses to specific issues. Responsible for the consistent application of national program policies by reinforcing existing administrative, procedural, and program policy mechanisms as well as through initiation of reviews of significant innovation activities of interest to the Administrator. Also, oversees on-site field visits which study, analyze and resolve problems of regional, sectional, and national scale.

- 6. Establishes and maintains working relationships with regional offices, program offices, stakeholders and partners. Recommends and coordinates personal involvement by the Administrator/Deputy Administrator in relations with state, county and local government officials. Works with the Regional Administrators to encourage the adoption of improved methods for dealing with small business and communities and to ensure that state and local perspectives are brought to bear in the development of specific EPA policy and program initiative.
- 7. Conducts briefings for the Administrator and/or her staff, Assistant Administrators, key program managers, or other officials as to the development of innovation, especially in terms of advance knowledge on controversial or sensitive issues.
- 8. Represents the Administrator and the Agency at all levels of government including Federal, State, municipal and county agencies and at private industry and citizen groups; provides information and advice on the Agency's innovation activities and programs and interprets existing and proposed plans and policies; and applies a broad comprehensive knowledge of problems involved in effective relationships between various government levels, private industry and citizenry in striving to promote plans and programs of special significance to the national environmental protection efforts. The incumbent stimulates interests, elicits support, works out agreements at all these levels and advises the Administrator on courses of action which should be taken.
- 9. Keeps alert and informed on current policies programs and procedures of the Agency, and Congress. Prepares status reports and studies which pertain to problems of unusual breadth and intensity not normally within the purview of a specific statute or authority. Projects are generally far-reaching in impact, unique and require distinct and definite approaches. Makes recommendations to the Administrator/Deputy Administrator on comprehensive proposals for increasing the Agency's regulatory flexibility.
- 10. Exercises management responsibility over staff members, making assignments and determining duties and priorities, evaluating employee performance, recommending incentives, initiating corrective actions, assuring safety, keeping employees informed at all times, counseling employees, etc.
- 11. Exercises continuing responsibility to effectively support the Equal Employment Opportunity Affirmative Action Plan and communicating this support to subordinates, taking positive actions which will motivate and give opportunity to all personnel.
- 12. Performs other duties as assigned.

From: Allen, Reginald [Allen.Reginald@epa.gov]

**Sent**: 2/22/2017 12:19:33 PM

To: Flynn, Mike [Flynn.Mike@epa.gov]

Subject: Fwd: Samantha Dravis - PPO Approved

Attachments: Dravis Binder.pdf; ATT00001.htm

Dravis - info attached

#### Reginald E. Allen, SES

Director, Administrative and Executive Services
Office of the Administrator
U.S. Environmental Protection Agency
Office 202-564-0444

Direct 202-564-1029
Cell **Ex. 6** 

Begin forwarded message:

From: "Munoz, Charles" < munoz.charles@epa.gov>

Date: February 21, 2017 at 7:41:39 AM EST

To: "Allen, Reginald" < Allen. Reginald@epa.gov>, "Barnett, Howard" < Barnett. Howard@epa.gov>

**Cc:** "Lesperance, Twanna" < <u>Lesperance.Twanna@epa.gov</u>>, "Miles, Ramona" < <u>Miles.Ramona@epa.gov</u>>, "Roberts, Suzanne" < <u>Roberts.Suzanne@epa.gov</u>>

Subject: Samantha Dravis - PPO Approved

All,

Attached is the binder for Samantha Dravis, she has been PPO approved and Administrator Pruitt has requested her paperwork be moved to the front of the line with her being able to fill out any paperwork sometime today. Her title will be Senior Policy Counsel and Associate Administrator for Policy as NCSES Level 3.

Please let me know of any questions. Thank you.

Charles Munoz
White House Liaison
Environmental Protection Agency

#### Message

From: Allen, Reginald [Allen.Reginald@epa.gov]

**Sent**: 2/21/2017 12:46:40 PM

To: Miles, Ramona [Miles.Ramona@epa.gov]; Peppins, Felicia [Peppins.Felicia@epa.gov]

**CC**: Lesperance, Twanna [Lesperance.Twanna@epa.gov]

**Subject**: Fwd: Samantha Dravis - PPO Approved **Attachments**: Dravis Binder.pdf; ATT00001.htm

This should have mike Flynn and the administrator - please have for me by 9:00 so I can get signatures.

Thanks Reggie

#### Reginald E. Allen, SES

Director, Administrative and Executive Services
Office of the Administrator
U.S. Environmental Protection Agency
Office 202-564-0444

Direct 202-564-1029
Cell **Ex. 6** 

Cell Ex. 6

#### Begin forwarded message:

From: "Munoz, Charles" < munoz.charles@epa.gov>

Date: February 21, 2017 at 7:41:39 AM EST

To: "Allen, Reginald" < Allen. Reginald@epa.gov>, "Barnett, Howard" < Barnett. Howard@epa.gov>

**Cc:** "Lesperance, Twanna" < <u>Lesperance.Twanna@epa.gov</u>>, "Miles, Ramona" < <u>Miles.Ramona@epa.gov</u>>, "Roberts, Suzanne" < <u>Roberts.Suzanne@epa.gov</u>>

Subject: Samantha Dravis - PPO Approved

All,

Attached is the binder for Samantha Dravis, she has been PPO approved and Administrator Pruitt has requested her paperwork be moved to the front of the line with her being able to fill out any paperwork sometime today. Her title will be Senior Policy Counsel and Associate Administrator for Policy as NCSES Level 3.

Please let me know of any questions. Thank you.

Charles Munoz White House Liaison Environmental Protection Agency

#### Message

From: Stewart, Jannette [Stewart.Jannette@epa.gov]

**Sent**: 4/4/2018 12:34:59 PM

To: Allen, Reginald [Allen.Reginald@epa.gov]; Allen, Tania [Allen.Tania@epa.gov]

CC: Lesperance, Twanna [Lesperance.Twanna@epa.gov]; Allen, Tania [Allen.Tania@epa.gov]; Stewart, Jannette

[Stewart.Jannette@epa.gov]

Subject: RE: Allen IPA Final - HQ-613-18-19N Attachments: image2018-04-04-081907.pdf

Reginald,

Attached is your approved IPA Agreement

Jannette Stewart
Office of Human Resources
Diversity and Recruitment Branch
Diversity, Recruitment and Employee Services Division
1200 Pennsylvania Avenue, NW
WJCN Room 1402F
Washington, Dc 20640
Office Phone: (202) 564-0405
Stewart.jannette@epa.gov

CONFIDENTIALITY: This communication may contain privileged or other confidential information. If you are not the intended addressee, or believe you may have received this communication in error, you may neither copy, disseminate, nor distribute it to anyone else or use it in any unauthorized manner, to do so is strictly prohibited and may be unlawful. If you receive this email by mistake, please advise the sender immediately by using the reply facility in your mail software and delete it from your computer. "Information in this message may be subject to the Privacy Act (5 USC 552a) and should be treated accordingly."

From: Allen, Reginald

Sent: Tuesday, April 3, 2018 5:01 PM

To: Stewart, Jannette <Stewart.Jannette@epa.gov>; Allen, Tania <Allen.Tania@epa.gov>

Cc: Lesperance, Twanna < Lesperance. Twanna@epa.gov>

Subject: Allen IPA Final

**Teammates** 

Please find attached my completed IPA packet with all signatures – the 52 is being worked now.

Thanks Reggie

Reginald E. Allen, SES

Senior Advisor to the Acting Deputy Administrator U.S. Environmental Protection Agency Direct 202-564-1029

Checklist Of Documents Required For An IPA Assignment AQ. 613. 18.19

Documents	s for all IPA's (Required)
	Letter Requesting Services of Employee(s)
· ·	IPA Assignment Agreement Form
	SF-52 for EPA Employees includes Detail, Extension and Termination of Detail ( ) ( ) ( ) ( ) ( ) ( ) ( ) ( ) ( ) (
	Cost Benefit Justification Form
	Prohibition of Use of Federal Funds Form
	Employment Status Certification Form
	Concurrence with OGC for Conflict-of-Interest (obtain OGC Ethics Lawyer signature in Part 10 of the Assignment Agreement Form)
	List of Officials who negotiated assignment agreement (including telephone numbers – assignee may not be listed here)
Additional	Documents as required
	Cost Analysis (Per Diem vs relocation)
4	Supplemental Pay Form
	Miscellaneous Obligation Document (If EPA will be financially responsible for any portion of the IPA ONLY for non-federal coming into EPA)
	Concurrence with FMD if finance or travel issues exist
www.commons.com/spi-spi-spi-spi-spi-spi-spi-spi-spi-spi-	Justification for extension
Documents	Due at a Later Time
	Progress Report (Due from assignee within 10 workdays following the close of each fiscal year [September 30])
·	Final Assignment Evaluation (Due from the assignee's IPA supervisor and the assignee within 10 work days following the end of the assignment)

Automated Standard Form 97 U.S. Office of Personnel Management UPM Supp. 236-14. Subsh. 3

### REQUEST FOR PERSONNEL ACTION

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EcoRights v EPA, No. 1:18-cv-00075 (D.D.C.); EPA-HQ-2018-006474

52-118



Reginald Allen Assistant Deputy Chief of Staff U.S. Environmental Protection Agency Washington, DC March 27, 2018

Dear Mr. Allen:

On behalf of the Environmental Science and Policy Department, George Mason University I invite you to share your over 30 years of leadership and management experience and expertise as an Executive in Residence/Affiliate Faculty member within the Environmental Science and Policy Department for the period April 15, 2018 to April 14, 2019.

George Mason University is a comprehensive, baccalaureate and master's degree granting university that offers arts and sciences, professional and business courses and programs to a diverse student population. The Environmental Science and Policy Department is world-renowned for developing academically prepared leaders in government, public service and policy institutions. George Mason University is particularly interested in developing stronger relationships with federal and local governments as a means of broadening student experiences and future career opportunities. To that end, we are asking for your assistance in:

- facilitating the participation of EPA employees in institutional and educational exchanges;
- providing class lectures on opportunities and organization of the EPA;
- support or conduct other research and lectures such as leadership / management, etc. as required;
- help expand the applicant pool for student employment opportunities within EPA; facilitate an EPA/Federal employment career day;
- facilitate grant and contract proposal writing lecture/workshop for faculty;
- coordinate a mentor's program for the department;
- coordinate, organize, and execute "Shadow Days" with the EPA;
- sponsor and support diversity activities at GMU as a senior minority government executive;

Reginald Allen March 27, 2018 Page 2

- support opportunities and provide "hands-on" learning opportunities for students particularly in understanding the Environmental Protection Agency and future opportunities for students;
- leverage change and performance management experience to conduct general research on performance management;
- planning and organizing events with the department as well as participating in programs, including ones related to the role of the EPA in facilitating environmental progress;
- providing management and faculty support to the Chair of the Environmental Science & Policy Department.

Thank you for your willingness to share your experience and expertise in this position. I am sure your skills and abilities will complement the existing expertise within the Environmental Science and Policy Department and yield mutually beneficial outcomes for the US Environmental Protection Agency and George Mason University.

Sincerely,

A. Alonso Aguirre

Chair, Environmental Science & Policy Department

George Mason University

HQ.613.18.19N

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#### Assignment Agreement Litia IV of the Intergovernmental Personnal Act of 1970 (5 U.S.C. 3371-3376)

#### BASTRUCTIONS

this agreement constitues the written record of the obligations and responsibilities of the parties to a temporary assignment arranged. under the provinces of the intergovernments. Personnel Act of 1970.

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Witten 30 days of the effective gate of the assignment, owo copies of this form must be sent to

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Employee's leave and benefits are remain unaffected by this IPA. Assignee will be governed by the provisions of EPA annual and sick leave policy. Leave and time will be reported by the assignee to the host and to EPA on a biweekly basis, and with concurrence of the host the reported hours will reflect the hours worked, an email leave and time information will be send to Chair, Environmental Science and Policy and to Acting Deputy Chief of Staff, Acting Director of the Office of Administrative and Executive Services and PMO at EPA for approval through EPA's enterprise payroll processing system (currently "PeoplePlus")

Page 2

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#### PRIVACY ACT STATEMENT

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Sections 3373 and 3374. Assignment of Employee To or From State or Local Governments, of Title 5, U.S. Code, authorizes collegation of this information. The data will be used primarily to formally document and record your temporary assignment to or from a State or local government, institution of higher education, Indian tribal government, or other eligible organization. This information may also be used as the legal basis for personnel and financial transactions, to identify you when requesting information about you, e.g., from prior employers, educational institutions, or law enforcement agencies, or by State, local, or Federal income taxing

PRIVACY ACT STATEMENT

agencies.

Solicitation of your Social Security Number (SSN) is authorized by Executive Order 9397, which permitted use of the SSN as an identifier of individual records maintained by Federal agencies. Furnishing your SSN or any other data requested is voluntary. However, failure to provide any of the requested information may result in your being ineligible for participation in the Intergovernmental Assignment Program.

#### REGINALD ALLEN

#### ADDENDUM TO IPA AGREEMENT

In order to ensure that the detail of this employee does not raise any ethics concerns under 18 U.S.C. §§ 203 and 205. EPA authorizes this employee, as part of the proper discharge of his/her official duties under this Agreement, to act as the host organization's agent and to represent the host organization before any federal department, agency, court, officer, or commission with one exception; when the host organization and the federal government are involved as adversaries in any litigation, including any administrative or judicial enforcement actions. EPA does not authorize this employee to act as the host organization's agent or attorney and does not authorize this employee to represent the host organization before any of the federal entities listed above. Unauthorized representation includes the filing or declarations in court proceedings and participating in status conferences with a court, engaging in negotiations with the federal government in litigation, and participating on conference calls between the parties.



I have read the preceding paragraph and understand the implications.

#### ADDITIONAL ACKNOWLEDGMENTS BY THE EPA EMPLOYEE:

All rules and policies governing the internal operation and management of the agency to which assignment is made under this agreement will be observed by me. I further understand that, in "partnering with nonprofit, private and government organizations" (see IPA agreement, Part VII, paragraph 22). I must abide by those statutory authorities that allow EPA and its employees to cooperate with non-federal entities.



Lunderstand that I remain a federal employee subject to the federal ethics laws and regulations. I understand that I must file a public financial disclosure report, the OGE 278, through INTEGRITY as required by law and continue to be subject to the STOCK Act that requires, among other things, for me to disclose any negotiations for compensated employment to EPA Ethics within 3 business days. I further understand that I cannot seek employment with the gaining organization because doing so will be a



I have been informed that any trayel and transportation expenses covered by my Federal agency appropriations may be recoverable as a debt due the United States, if I do not serve until the completion of my assignment (unless terminated earlier by either employer) or one year, whichever is shorter.



Before accepting any travel-related expenses from the IPA host organization, including but not limited to airfare, hotel expenses, and per diem, r understand I must obtain EPA approval pursuant to 31 U.S.C. 1353 by submitting an EPA Form 26 10-3 to my appropriate ethics official, unless otherwise directed in writing in advance by my ethics official.



Any research or writing that I do under this IPA is done in my official EPA capacity will consult with EPA's Office of General Counsel in advance of any publication of work associated with this IPA to ensure that I comply with intellectual property and ethics guidelines, including use of any necessary disclaimers.

financial conflict of interest.

#### REGINALD ALLEN

#### ADDENDUM TO IPA AGREEMENT

Because my salary and benefits will be paid in part or in full with federal funds, I agree not to engage in any indirect lobbying of a member of Congress, a jurisdiction, or an official of any government in support of or in opposition to any legislation, law, ratification, policy, or appropriation. I understand that, under certain circumstances, assisting a non-federal entity or a member of the public in their lobbying efforts (including but not limited to preparing communication materials, analyzing or drafting proposed legislation) may constitute indirect lobbying and to consult with EPA's Office of General Counsel if I have questions. I understand that if I engage in indirect lobbying that violates the Anti-Lobbying Act or appropriation act restrictions on indirect lobbying. I may be subject to civil and/or criminal penalties under the Anti-Lobbying Act and the Anti-Lobbying



I have been informed of applicable provisions should my permanent employer become subject to a reduction in force procedure.



Lagree to serve in the Civil Service upon the completion of my assignment for a period equal to that of my assignment. Should I fail to serve the required time. I have been informed that I will be liable to the United States for all expenses (except salary and benefits for my assignment.



I have been informed that my assignment may be terminated at any time at the option of the Federal Government or the State or local government.

- Signature

*27 Mar 12* Date

2

#### COST/BENEFITS JUSTIFICATION

#### PLEASE SPECIFY THE RATIONALE FOR THE COST-SHARING DECISION BY ANSWERING THE FOLLOWING:

#### 1. How does the assignment support EPA's mission, or government-wide initiatives?

On December 15, 2015, the White House issued an Executive Order on Strengthening the Senior Executive Service. The EO identified continuous professional development as imperative to an executive's success and ability to gain experiences that will enable them to lead a variety of organizations. The U.S. Office of Personnel Management provided guidance on the section of the EO calling for agencies to increase the number of their SES members who are "rotating" to sharpen their skills. Applicable to the EO, a rotation is "a development process, involving movement to another position or an assignment that broadens the executive's knowledge, skill and experience in order to improve talent development, mission delivery and collaboration." Agency options to help their executives obtain such assignments include providing internal rotations to other departments and supporting external rotations to other agencies and non-Federal partners. The intergovernmental Personnel Act mobility program provides a means for rotations to State and local governments, colleges and universities, tribal governments and other eligible organizations.

This IPA assignment is responsive to the government-wide objective to develop members of the SES workforce and reflects the EPA's commitment to supporting the professional growth of its senior executives. The assignment will allow Mr. Allen to gain perspectives and experiences outside his current role that will further his ability to collaborate and lead. The IPA is also supportive of goals in OPM's 2016 Government-wide Inclusive Diversity Strategic Plan. Specifically, the goal to "Diversify the Federal Workforce through the Active Engagement of Leadership." Mr. Allen's IPA is designed to benefit both the EPA and George Mason University through projects that focus on enhancing collaboration and institutional exchanges that will support the Agency's mission to protect human health and the environment.

## 2. How will the assignment strengthen relations with institutions important to the overall environmental mission and "network?"

The EPA seeks to build strong working relationships with academic institutions — critical sources for the professional talent the agency needs to fulfill its mission and build a diverse, high performing workforce. This assignment will further collaboration between EPA and GMU and encourage the participation of GMU students in the nation 's environmental programs. This assignment highlights the EPA's support of students to include minority students and professionals, who comprise a growing component of the Nation's Twenty-first Century workforce. Through outreach and the performance of assigned duties, Mr. Allen will share information with the university's administrators, educators, students and alumni concerning the EPA's environmental mission and range of career opportunities. Mr. Allen will make full use of his network of leaders in government, business, and nongovernmental organizations to enhance project and broaden student and faculty perspectives. The IPA agreement will serve to strengthen those relationships and will allow Mr. Allen to build new partnerships and coalitions that have a common interest in adapting to, supporting, and evolving Federal policy, and in modernizing EPA and the nation's entire environmental protection enterprise. Such engagement and feedback will enhance EPA's ability to achieve its mission and serve and protect the nation.

#### COST/BENEFITS JUSTIFICATION

## 3. List the specific products derived from this agreement that will be utilized by EPA and/or the federal government.

- providing "hands-on" learning opportunities for students particularly in understanding the Environmental Protection Agency and future opportunities for students – helping to build the bench for EPA;
- provide a valuable perspective on the Agency from an external stakeholder, which will enhance the
  executives' leadership and engagement abilities and help him contribute more to EPA's mission to meet
  environmental challenges of the future.
- identifying and prioritizing projects, advising on projects that intersect with EPA's mission, or could benefit from EPA perspective thereby strengthening the agency's linkage with the academic community
- recommendations on how to build networks/promote contacts between EPA professionals and GMU students, faculty and alumni concerning topics of mutual interest.
- list of speakers from the EPA and GMU who can respectively, address the university community and EPA employees (e.g., during issue focused, diversity and other events).
- facilitating the participation of EPA employees in institutional and educational exchanges, and coordinate, organize, and execute "Shadow Days" with the EPA;
- help expand the applicant pool for student employment opportunities within EPA; facilitate an EPA
- facilitate grant proposal writing lecture/workshop for faculty reducing error rate on proposals to EPA

## 4. What are the specific factors that will be applied in evaluating the progress of this assignment and the evaluation of cost/benefits achieved?

- development of an action plan that is approved by the Chair of the Environmental Science & Policy Department:
- statements of cooperation by stakeholders partnering in research and analysis reviews;
- for selected projects, approval of a project plan that includes milestones for accomplishments, as required;
- timeliness and effectiveness in achieving the milestones identified in project plan(s);
- written annual progress report summarizing priority activities and accomplishments.
- The delivery of class lectures to GMU students on various topics (e.g., talent acquisition, leadership and workforce diversity).
- Development and implementation of a communication strategy (e.g., presentations, informational and brown bag sessions and organized events) to share information with GMU faculty, students and alumni concerning the EPA's mission and range of career opportunities.
- Outreach and student application for Federal agency internships; and student and alumni application for federal employment.
- coordinate and facilitate a guest lecture program identifying other federal personnel and academics who might serve as guest lecturers.

#### Prohibition of Use of Federal Funds

31 U.S.C. § 1352. Limitation on use of appropriated funds to influence certain Federal contracting and financial transactions.

(A) (1) None of the funds appropriated by any Act may be expended by the recipient of a federal contract, grant, loan, or cooperative agreement to pay any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of congress in connection with any Federal action described in paragraph (2) of this subsection.

(2) The prohibition in paragraph (1) of this subsection applies with respect to the following Federal actions:

- (A) The awarding of any Federal contract
- (8) The making of any Federal grant.
- (C) The making of any federal loan.
- (D) The entering into of any cooperative agreement
- (E) The extension, continuation, renewal. Amendment, or modification of any federal contract, grant, loan, or Cooperative agreement.

I have read the Section 1352 and agree that it applies. I agree to comply with it and recognize that any noncompliance on my part could serve as a basis for terminating the IPA assignment. In accordance with that, I have signed below to signify my agreement. I also acknowledge that I have signed voluntarily and free of any coercion or duress.

Assigitée Sigificture

LAMA Proposition Commence

Hosting Organization Signature Michael Laskofski

Associate VP of Research Operations

George Mason University

Ocorge mason on econ

Date

Date

Date

#### EMPLOYMENT STATUS **CERTIFICATION STATEMENT**

#### **Authorizing Official for Home Organization:**

I hereby certify that <u>REGINALD E ALLEN</u> has permanent status pursuant to the IPA manual Chapter 1, Section 6. I further certify that he was not converted to a different employment authority in the past 180 days for the sole purpose of becoming an eligible participant of the IPA program Furthermore, our organization intends to return this employee to a permanent position upon completion of the IPA

assignment. It is not the intent of the Program to hire the assignee to a "like" position while on temporary assignment to the Agency. Pursuant to Chapter I, Section 12, I further certify that all applicable Federal, State and local conflict of interest and employee conduct laws have been reviewed with this employee. Federal IPA Assignee: Upon completion of my IPA assignment, Lagree to return to my permanent position of record (or some "like" position). Should I fail to serve the required time (Chapter 2, Section 8), I have been informed that I may be liable to the federal government for all expenses incurred (excluding salary and benefits). -Signature/Date Non-Federal IPA Assignee: If I fail to complete my assignment (Chapter 2, Section 8), and/or fail to return to my previous employer for the required time, I may be liable for all expenses incurred (excluding salary and benefits). Title

Signature/Date

#### List of Officials Who Negotiated Assignment Agreement

1) Michael Flynn
Acting Deputy Administrator
U.S. Environmental Protection Agency
1201 Constitution Avenue, NW
Washington, DC 20460
202-343-9356

2) A. Alonso Aguirre George Mason University Chair, Environmental Science & Policy Department 4400 University Drive, MS 5F2 Fairfax, VA 22030 703-993-1043

#### Message

From: Stewart, Jannette [Stewart.Jannette@epa.gov]

**Sent**: 4/4/2018 12:02:21 PM

**To**: Hunt, Tracy [Hunt.Tracy@epa.gov]

CC: Allen, Reginald [Allen.Reginald@epa.gov]; Allen, Tania [Allen.Tania@epa.gov]; Stewart, Jannette

[Stewart.Jannette@epa.gov]

Subject: FW: Signed SF-52 for IPA

Attachments: Allen-SignedSF-52-IPA-GMU.pdf; ATT00001.htm

Good Morning Tracy,

Please send me Reginald's complete SF-52 for his IPA Assignment. It will not prevent him from staring his assignment, but I need to have a completed copy for the record.

**Thanks** 

Jannette Stewart
Office of Human Resources
Diversity and Recruitment Branch
Diversity, Recruitment and Employee Services Division
1200 Pennsylvania Avenue, NW
WJCN Room 1402F
Washington, Dc 20640
Office Phone: (202) 564-0405

CONFIDENTIALITY: This communication may contain privileged or other confidential information. If you are not the intended addressee, or believe you may have received this communication in error, you may neither copy, disseminate, nor distribute it to anyone else or use it in any unauthorized manner, to do so is strictly prohibited and may be unlawful. If you receive this email by mistake, please advise the sender immediately by using the reply facility in your mail software and delete it from your computer. "Information in this message may be subject to the Privacy Act (5 USC 552a) and should be treated accordingly."

From: Allen, Reginald

Stewart.jannette@epa.gov

Sent: Wednesday, April 4, 2018 7:37 AM

To: Stewart, Jannette < Stewart. Jannette@epa.gov>

Subject: Fwd: Signed SF-52 for IPA

Here's the signed 52

Thanks Reggie

Sent from my iPhone

Begin forwarded message:

From: "Allen, Reginald" <Allen.Reginald@epa.gov>

Date: April 3, 2018 at 5:35:59 PM EDT

To: "Lesperance, Twanna" < Lesperance. Twanna@epa.gov>, "Hunt, Tracy" < Hunt. Tracy@epa.gov> Subject: Signed SF-52 for IPA

Tracy/Twanna

Thanks for knocking this out for me – I got Mike's last signature of his last day...

Please fwd to RTP and note for them this is effective the beginning of next pay period although there is not payroll transaction.

Thanks my friends Reggie

Reginald E. Allen, SES
Senior Advisor to the Acting Deputy Administrator
U.S. Environmental Protection Agency
Direct 202-564-1029
Cell Ex. 6

Automated Standard Form 52 U.S. Office of Personnel Management FPM Supp. 296-33, Subch. 3

## REQUEST FOR PERSONNEL ACTION

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CONTINUED ON REVERSE

OVER

52-118

### Message

From: Peppins, Felicia [Peppins.Felicia@epa.gov]

**Sent**: 3/10/2017 7:39:42 PM

To: Lattimore, Kraig [lattimore.kraig@epa.gov]

CC: Lesperance, Twanna [Lesperance.Twanna@epa.gov]; Miles, Ramona [Miles.Ramona@epa.gov]; Allen, Reginald

[Allen.Reginald@epa.gov]

**Subject**: Sarah Greenwalt

Attachments: image2017-03-10-143450.pdf

### Hello Kraig,

I understand that Sarah Greenwalt will be joining OGC. I wanted to share with you the paperwork we did to bring her on board as an AD Senior Advisor to the Administrator. The Statement of Work duties will need to be changed to reflect OGC duties. Please let me know if I can assists you and any way with this action. Thanks.

Felicia A. Peppins, Program Analyst U.S. Environmental Protection Agency Office of the Administrator Office of Administrative and Executive Services 1200 Pennsylvania Avenue, N.W. Room 2432U WJC-North Mail Code 1104A Washington, DC 20460 202-564-7428



SRO Approval

10.5. Office of Personnel Management FPM Supp. 298-23. Subsh. 3 REQUEST FOR PE				ERSONN	IEL AC	TION		Jt	ohn E Ree	der	
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# UNITED STATES ENVIRONMENTAL PROTECTION AGENCY WASHINGTON, D.C. 20460

THE ADMINISTRATOR

## MEMORANDUM FOR THE RECORD

SUBJECT: Appointment of Personnel to Position Under the Authority of P.L. 95-190

Pursuant to the authority vested in me under P.L. 95-190, I hereby authorize the Appointment of Sarah Greenwalt to serve as Senior Advisor to the Administrator in the Office of the Administrator, Immediate Office. Ms. Greenwalt will be compensated at the rate of \$97,956 per annum.

E. Scott Pruitt Administrator



### STATEMENT OF WORK

### TITLE, SERIES, GRADE

Senior Advisor to the Administrator AD-0301-00

### **ORGANIZATION**

Environmental Protection Agency Office of the Administrator Immediate Office/

### TITLE AND GRADE OF SUPERVISOR

Administrator, EX-340

### STATEMENT OF RESPONSIBILITIES

Serves as Senior Advisor to the Administrator. In this capacity, the incumbent serves as a financial advisor to the Administrator. Provides advice concerning internal and external Agency financial policy efforts for the Agency and recommends appropriate courses of action.

Renders financial advice to identify and analyze emerging legislation and regulatory issues of interest to the Administrator. Maintains a continuing awareness of regulations and the policies and programs supported by the Administration and the Congress in order to make recommendations to the Administrator. Represents the Agency in numerous working groups and before various stakeholders to ensure financial policy issues are addressed.

Keeps abreast of new developments within and outside the Federal sector pertaining to assigned areas of expertise and provides financial advice and options to the Administrator on strategies to accommodate such developments. Exercises a high degree of initiative in determining suitable alternative solutions with officials of other Federal agencies, state and localgovernments charged with similar responsibilities.

Provides advice to the Administrator and identifies problem areas, develops and recommends solutions and specific policies in relation to highly urgent and sensitive operational and/or financial management matters. Arranges for the implementation of specific policies and recommendations, including making action assignments to the appropriate organizationalelement.

Advises the Administrator as to significant observations and presents background information, personal opinions, and advice concerning program responsibilities and operations. As directed, provides direction to and/or leads staff in the analysis of financial management problems or issues reaching the Administrator's Office.

Ensures that the Agency's management team is informed of and given an opportunity to comment on proposed actions or decisions affecting their offices of responsibilities. Encourages consultation and communication throughout the Agency to ensure collaboration and understanding of key financial management issues. Represents the Administrator in discussions with key members of the Agency in conveying the Administration's point of view, desired emphasis, and goals. Recommends new approaches to problems and objectives and enlists cooperation and contributions from Agency staffs.

Represents the Administrator and the Agency at all levels of government, including Federal, state, municipal, and county agencies as well as private industry and citizen groups. Applies a broad and comprehensive knowledge of problems involved in effective relationships between various government levels, private industry, and citizenry in striving to promote plans and programs of personal concern to the Administrator and special significance to the national environmental protection effort. Stimulates interest, elicits support, works out agreements at all these levels, and advises the Administrator on courses of action which should be taken.

Attends conferences for and with the Administrator, assesses the impact and subsequent relevance of all matters discussed, and suggests to the Administrator possible avenues of approach. Follows up by conferring with the Assistant and Regional Administrators and/or their offices, discussing these issues and providing them with information developed through personal contacts.

### Checklist of Documents Required For an IPA Assignment

## **Documents for all IPA's (Required)** Letter Requesting Services of Employee(s) IPA Assignment Agreement Form Addendum to IPA Agreement Cost Benefit Justification Form Prohibition of Use of Federal Funds Form **Employment Status Certification Form** Concurrence with OGC for Conflict-of-Interest (obtain OGC Ethics Lawyer signature in Part 10 of the Assignment Agreement Form) List of Officials who negotiated assignment agreement (including telephone numbers - assignee may not be listed here) Documents on an "as-needed" basis \_\_\_\_Cost Analysis (Per Diem vs relocation) \_Supplemental Pay Form Miscellaneous Obligation Document (If EPA will be financially responsible for any portion of the IPA ONLY for non-federal coming into EPA) SF-52 (for EPA employee, include both Detail and Termination of Detail) Concurrence with FMD if finance or travel issues exist \_Justification for extension **Documents Due at a Later Time** Progress Report (Due from assignee within 10 workdays following the close of each fiscal year [September 30]) \_Final Assignment Evaluation (Due from the assignee's IPA supervisor and the assignee within 10 work days following the end of the assignment)



4400 University Drive, Fairfax, Virginia 22030 Phone: 703-993-1000; Web: www.gmu.edu

Reginald Allen
Assistant Deputy Chief of Staff
U.S. Environmental Protection Agency
Washington, DC
March 27, 2018

Dear Mr. Allen:

On behalf of the Environmental Science and Policy Department, George Mason University I invite you to share your over 30 years of leadership and management experience and expertise as an Executive in Residence/Affiliate Faculty member within the Environmental Science and Policy Department for the period April 15, 2018 to April 14, 2019.

George Mason University is a comprehensive, baccalaureate and master's degree granting university that offers arts and sciences, professional and business courses and programs to a diverse student population. The Environmental Science and Policy Department is world-renowned for developing academically prepared leaders in government, public service and policy institutions. George Mason University is particularly interested in developing stronger relationships with federal and local governments as a means of broadening student experiences and future career opportunities. To that end, we are asking for your assistance in:

- facilitating the participation of EPA employees in institutional and educational exchanges:
- · providing class lectures on opportunities and organization of the EPA;
- support or conduct other research and lectures such as leadership / management, etc. as required;
- help expand the applicant pool for student employment opportunities within EPA;
   facilitate an EPA/Federal employment career day;
- facilitate grant and contract proposal writing lecture/workshop for faculty;
- · coordinate a mentor's program for the department;
- coordinate, organize, and execute "Shadow Days" with the EPA;
- sponsor and support diversity activities at GMU as a senior minority government executive;

Reginald Allen March 27, 2018 Page 2

- support opportunities and provide "hands-on" learning opportunities for students particularly in understanding the Environmental Protection Agency and future opportunities for students;
- leverage change and performance management experience to conduct general research on performance management;
- planning and organizing events with the department as well as participating in programs, including ones related to the role of the EPA in facilitating environmental progress;
- providing management and faculty support to the Chair of the Environmental Science & Policy Department.

Thank you for your willingness to share your experience and expertise in this position. I am sure your skills and abilities will complement the existing expertise within the Environmental Science and Policy Department and yield mutually beneficial outcomes for the US Environmental Protection Agency and George Mason University.

Sincerely,

A. Alonso Aguirre

Chair, Environmental Science & Policy Department

George Mason University

OF 69 # (REV. 2-89) U.S. Office of Personnel Management

FPM Chapter 334

### **Assignment Agreement**

Title IV of the Intergovernmental Personnel Act of 1970 (5 U.S.C. 3371-3376)

### INSTRUCTIONS

This agreement constitutes the written record of the obligations and responsibilities of the parties to a temporary assignment arranged under the provisions of the Intergovernmental Personnel Act of 1970.

The term "State or local government," when appearing in this form, also refers to an institution of higher education, and Indian tribal government, and any other eligible organization.

Within 30 days of the effective date of the assignment, two copies of this form must be sent to:

> U.S. Office of Personnel Management Personnel Mobility Program Staffing Operations Division/CEG 1900 E street, NW Washington, D.C. 20415

Procedural questions on completing the assignment agreement form or on other aspects relating to the mobility program should be addresses to either

Copies of the completed and signed retained by each signatory.	agreement should be		h Federal agency or to the staff of the .S. Office of Personnel Management.		
PART 1 - NATURE OF THE	ASSIGNMENT AGREEMENT				
Check Appropriate Box	New Agreement	Modification	Extension		
PART 2 - INFORMATION ON	I PARTICIPATING EMPLOYEE				
Name (Last, First, Middle)     Allen, Reginald E			Social Security Number		
4. Home Address (Street, City, State	, Zip Code)	5 A. Have you ever been on a mot	oility assignment?		
Ex. 6		YES	<b>⊠</b> NO		
LX. O		5 <b>B.</b> I <b>f "YES",</b> date of each assign From	ment ( <i>Month and Year)</i> To		
PART 3 - PARTIES TO THE	AGREEMENT				
<b>{</b>	u or organizational unit which is party to	7. State or Local Government (Identify the governmental agency)			
Enviromental Protection Agen	CV	George Mason University			
8. Is assignment being made through if "YES", give name of the program	a faculty fellows program?	YES	<b>⊠</b> NO		
PART 4 - POSITION DATA					
	A - Position Currently I	Held			
9. Employment Office Name and Ad	dress (Street, City, State and ZIP Code)	10. Employee's Position Title	11. Office Telephone Number		
Environmental Protection Age	ncv		(Include the Area Code)		
1200 Pennsylvania Ave, NW	,,,,,,	Asst Deputy Chief of Staff	2025641029		
Washington, DC 20460		12. Immediate Supervisor (Name ar	nd Title)		
		Michael Flynn, Acting Deputy Administrator			
	B - Type of Curr	ent Appointment			
13. Federal Employees (Check appro	opriate box.)	14. State and Local Employees			
	Grade Level	State or Local Annual Salary	Original Date Employed by the State or Local Government (Month, Day, Year)		
Other (Specify):	Senior Executive Service		30), 130)		
	C - Position To Which A	ssignment Will Be Made			
15. Employment Office Name and Ac	Idress (Street, City, State and ZIP Code)	16. Assignee's Position Title	17. Office Telephone Number		
George Mason University		Executive in Residence	(include the Area Code) 7039931043		
Environmental Science and Po		18. Immediate supervisor (Name and Title)			
4400 University Drive, MS 5F2 Fairfax, VA 22030	?	A. Alonso Aguirre, Chair, Environmental Science & Policy Department			
Previous edition is usable			50 69 - 106		

PART 5 - TYPE OF ASSIGNMENT			
19. Check Appropriate Boxes		20. Period of Assignment (Month, De	sy, Year)
○ On detail from a Federal agency	▼ Full Time	From	То
On leave c from a Federal agency	Part Time		
On detail to a Federal agency			
On appointment in a Federal agency	Intermittent	04/15/2018	04/14/2019
PART 6 - REASON FOR MOBILITY ASSIGNMENT	<b>JENT</b>		

21. Indicate the reasons for the mobility assignment and discuss how the work will benefit the participating governments. In addition, indicate how the employee will be utilized at the completion of this assignment.

This IPA Act mobility assignment will benefit the U.S. Environmental Protection Agency (EPA) and George Mason University (GMU) and further partnership and collaboration. This assignment will allow Mr. Allen to apply over 30 years of government leadership and management experience within the Environmental Science & Policy Department (ESP) at GMU to facilitate part of EPA 's core mission to protect public health and the environment which requires establishment of strong working relationships with colleges and universities. These are critical sources for the professional talent EPA needs to build a diverse, high performing workforce. Mr. Allen's research capabilities and collaboration skills will help develop solutions and extend the talent pool for EPA, thereby supporting outcomes that are central to EPA's environmental protection mission. GMU will benefit from having Mr. Allen's expertise "in house" within ESP. While on assignment, Mr. Allen will help identify and prioritize projects, advising on projects that intersect with EPA's mission, or could benefit from EPA perspective. At the completion of this agreement, Mr. Allen will return to his position of record as the Asst Deputy Chief of Staff, or a similar level Senior Executive Service position at the EPA. Mr. Allen's will provide gain valuable perspectives on EPA from external stakeholders, enhancing his leadership in contributing to EPA's mission.

#### PART 7 - POSITION DESCRIPTION

22. List the major duties and responsibilities to be performed while on the mobility assignment.

George Mason University has requested that Mr. Allen share his extensive management and leadership knowledge to serve as a Resident Executive / Affiliate Faculty within the Environmental Science & Policy Department. The department and the university is particularly interested in developing stronger relationships with the federal government as a means of broadening student experiences and future career opportunities. Specific projects will capitalize on Mr. Allen's extensive leadership and management background. Specific activities include, but are not limited to: facilitating the participation of EPA employees in institutional and educational exchanges; providing class lectures on opportunities and organization of the EPA; support or conduct other research and lectures such as leadership / management, etc. as required; help expand the applicant pool for student employment opportunities within EPA; facilitate an EPA/Federal employment career day; facilitate grant and contract proposal writing lecture/workshop for faculty; coordinate a mentor's program for the department; coordinate and execute "Shadow Days" with the EPA; sponsor and support diversity activities at GMU as a senior minority government executive; planning and organizing events with the department as well as participating in programs, including ones related to the role of the EPA in facilitating environmental progress; providing management and faculty support to the Chair of the Environmental Science & Policy Department. Additionally, Mr. Allen will help in identifying, advising and prioritizing on projects that intersect with EPA's mission, or could benefit from EPA perspective.

PART 8 - EMPLOYEE BENEFITS	
23. Rate of Basic Pay During Assignment	24. Special Pay Conditions (Indicate any conditions that could increase the
	assigned employee's compensation during the assignment period)
Executive Level II - SES	Executive Level II pay is determined by Congress

 Leave Provisions (Indicate the annual and sick leave benefits for which employee is eligible. Specify the procedures for reporting, requesting and recording such leave.)

Employee's leave and benefits are remain unaffected by this IPA. Assignee will be governed by the provisions of EPA annual and sick leave policy. Leave and time will be reported by the assignee to the host and to EPA on a biweekly basis, and with concurrence of the host the reported hours will reflect the hours worked, an email leave and time information will be send to Chair, Environmental Science and Policy and to Acting Deputy Chief of Staff, Acting Director of the Office of Administrative and Executive Services and PMO at EPA for approval through EPA's enterprise payroll processing system (currently "PeoplePlus").

Page 2

DADTO FIGOAL ODLIGATIONS	
PART 9 - FISCAL OBLIGATIONS	
Identify, where appropriate, the office to which invoices and time and attendar	
<ul> <li>26. Federal Agency Obligations (if paying more than 50 percent of a Federal employee's salary beyond a 6-month period, specify rationale for cost-sharing decision.)</li> <li>EPA is responsible for employee 's salary and benefits.</li> <li>See attached EPA cost-benefit rationale.</li> </ul>	27. State or Local Government agency Obligations  GMU will provide work space, computer, and network and associated services / equipment / supplies, such as paper, printer, as required comparable to GMU staff employees in comparable positions. Any other expenses are subject to the approval of the Chair.
PART 10 - CONFLICTS OF INTEREST AND EMPLOYEE C	ONDUCT
not inadvertently arise during this assignment.  29. The employee has been notified of laws, rules and regulations, an assignment.	en reviewed with the employee to assure that conflict-of-interest situations do id policies on employee conduct which apply to him/her while on this
PART 11 - OPTIONS	
30. Indicate coverage "N/A", if not applicable.  A. Federal Employees Group Life Insurance  X Covered N/A  B. Federal Civil Service Retirement system or federal Employees Retirement System  X Covered N/A  C. Federal employee Health Benefits  Covered X N/A	State or Local Agency Benefits (Indicate all State employee benefits that will be related by the State or local agency employee being assigned to a Federal agency. Also include a statement certifying coverage in all State and local employee benefit programs that are elected by Federal employee on leave without pay from the Federal agency to a State or local agency.)  N/A
32. Other Benefits (indicate any other employee benefits to be made part of t N/A	his agreement)
PART 12 - TRAVEL AND TRANSPORTATION  33. Indicate: (1) Whether the Federal agency or State or local agency will pa	
specified in Chapter 3344 of the Federal Personnel Manual, and (2) which No travel anticipated as part of this IPA. Any other expenses a EPA will pay assignee's transit subsidy (i. e., public transport	are subject to the approval of the Chair.
Page 3	

## PART 13 - APPLICABILITY OF RULES, REGULATIONS AND POLICIES 34. Check Appropriate Boxes.

- A. The rules and policies governing the internal operation and management of the agency to which my assignment is made under this agreement will be observed by me.
- B. I have been informed that my assignment may be terminated at any time at the option of the Federal agency or the State or local government.
- C. I have been informed that any travel and transportation expenses covered from Federal agency appropriations may be recoverable as a debt due the united states, if I do not serve until the completion of my assignment (unless terminated earlier by either employer) or one year, whichever is shorter.
- D. I have been informed of applicable provisions should my position with my permanent employer become subject to a reduction-in-force procedure.
- E. I agree to serve in the Civil Service upon the completion of my assignment for a period equal to that of my assignment. Should I fail to serve the required time, I have been informed that I will be liable to the United States for all expenses (except salary) of my assignment. (For Federal Employees only).

### PART 14 - CERTIFICATION OF ASSIGNED EMPLOYEE

In signing this agreement. I certify that I understand the terms of this agreement and agree to the rules, regulations and policies as indicated in Part 13 above.

35. Location of Assignment (Name of Organization)	36. Date (Month. Da	y, Year)
,	From	То
George Mason University, Environmental Science & Policy Department	04/15/2018	04/14/2019
37. Signature of Assigned Employee		e (Month, Day, Year) 2 <i>9 201</i> 5
DADT 15 CERTIFICATION OF ADDROVING OFFICIALS		

### PART 15 - GERTINGATION OF APPROVING OFFICIALS

In signing this agreement, we certify that;

- the description of duties and responsibilities is current and fully and accurately describes those of the assigned employee;
- this assignment is being entered in to to serve a sound, mutual public purpose and not solely for the employee's benefit;
- at the completion of the assignment, the participating employee will be returned to the position he or she occupied at the time this agreement was entered
  into or a position of like seniority, status pay.

State or Local Government Agency	Federal Agency			
39. Signature of Authorizing Officer	40. Signature of Authorizing Officed  WWW. Upper  The Company of t			
41. Date of Signature (Month, Day, Year)	42. Date of Signature (Month, Day, (Year)			
43. Typed Name and Title	44. Typed Name and Title			
A. Alonso Aguirre, Chair, Environmental Science & Policy Department, GMU	Michael Flynn, Acting Deputy Administrator, EPA			

### PRIVACY ACT STATEMENT

Sections 3373 and 3374, Assignment of Employees To or From State or Local Governments, of Title 5, U.S. Code, authorizes collection of this information. The data will be used primarily to formally document and record your temporary assignment to or from a State or local government, institution of higher education, Indian tribal government, or other eligible organization. This information may also be used as the legal basis for personal and financial transactions, to identify you when requesting information about you, e.g., from prior employers, educational institutions, or law agencies, or by State, local, or Federal income taxing agencies.

Solicitation of your Social Security Number (SSN) is authorized by Executive Order 9397, which permitted by use of the SSN as an identifier of individual records maintained by Federal agencies. Furnishing your SSN or any other data requested is voluntary. However, failure to prove any of the requested information may result in your being ineligible for participation in the Intergovernmental Assignment Program.

Page 4

#### REGINALD ALLEN

#### ADDENDUM TO IPA AGREEMENT

In order to ensure that the detail of this employee does not raise any ethics concerns under 18 U.S.C. §§ 203 and 205, EPA authorizes this employee, as part of the proper discharge of his/her official duties under this Agreement, to act as the host organization's agent and to represent the host organization before any federal department, agency, court, officer, or commission with one exception: when the host organization and the federal government are involved as adversaries in any litigation, including any administrative or judicial enforcement actions, EPA does not authorize this employee to act as the host organization's agent or attorney and does not authorize this employee to represent the host organization before any of the federal entities listed above. Unauthorized representation includes the filing or declarations in court proceedings and participating in status conferences with a court, engaging in negotiations with the federal government in litigation, and participating on conference calls between the parties.



I have read the preceding paragraph and understand the implications.

### ADDITIONAL ACKNOWLEDGMENTS BY THE EPA EMPLOYEE:



All rules and policies governing the internal operation and management of the agency to which assignment is made under this agreement will be observed by me. I further understand that, in "partnering with nonprofit, private and government organizations" (see IPA agreement, Part VII, paragraph 22), I must abide by those statutory authorities that allow EPA and its employees to cooperate with non-federal entities.



I understand that I remain a federal employee subject to the federal ethics laws and regulations. I understand that I must fi le a public financial disclosure report, the OGE 278, through INTEGRITY as required by law and continue to be subject to the STOCK Act that requires, among other things, for me to disclose any negotiations for compensated employment to EPA Ethics within 3 business days. I further understand that I cannot seek employment with the gaining organization because doing so will be a financial conflict of interest.



I have been informed that any travel and transportation expenses covered by my Federal agency appropriations may be recoverable as a debt due the United States, if I do not serve until the completion of my assignment (unless terminated earlier by either employer) or one year, whichever is shorter.



Before accepting any travel-related expenses from the IPA host organization, including but not limited to airfare, hotel expenses, and per diem, r understand I must obtain EPA approval pursuant to 31 U.S.C. 1353 by submitting an EPA Form 26 10-3 to my appropriate ethics official, unless otherwise directed in writing in advance by my ethics official.



Any research or writing that I do under this IPA is done in my official EPA capacity will consult with EPA's Office of General Counsel in advance of any publication of work associated with this IPA to ensure that I comply with intellectual property and ethics guidelines, including use of any necessary disclaimers.

1

### ADDENDUM TO IPA AGREEMENT



Because my salary and benefits will be paid in part or in full with federal funds, I agree not to engage in any indirect lobbying of a member of Congress, a jurisdiction, or an official of any government in support of or in opposition to any legislation, law, ratification, policy, or appropriation. I understand that, under certain circumstances, assisting a non-federal entity or a member of the public in their lobbying efforts (including but not limited to preparing communication materials, analyzing or drafting proposed legislation) may constitute indirect lobbying and to consult with EPA's Office of General Counsel if I have questions. I understand that if I engage in indirect lobbying that violates the Anti-Lobbying Act or appropriation act restrictions on indirect lobbying, I may be subject to civil and/or criminal penalties under the Anti-Lobbying Act and the Anti-Deficiency Act.



I have been informed of applicable provisions should my permanent employer become subject to a reduction in force procedure.



I agree to serve in the Civil Service upon the completion of my assignment for a period equal to that of my assignment. Should I fail to serve the required time, I have been informed that I will be liable to the United States for all expenses (except salary and benefits) of my assignment.



I have been informed that my assignment may be terminated at any time at the option of the Federal Government or the State or local government.

<u>29 Mar 18</u> Date

EcoRights v EPA, No. 1:18-cv-00075 (D.D.C.); EPA-HQ-2018-006474

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### **COST/BENEFITS JUSTIFICATION**

#### PLEASE SPECIFY THE RATIONALE FOR THE COST-SHARING DECISION BY ANSWERING THE FOLLOWING:

### 1. How does the assignment support EPA's mission, or government-wide initiatives?

On December 15, 2015, the White House issued an Executive Order on Strengthening the Senior Executive Service. The EO identified continuous professional development as imperative to an executive's success and ability to gain experiences that will enable them to lead a variety of organizations. The U.S. Office of Personnel Management provided guidance on the section of the EO calling for agencies to increase the number of their SES members who are "rotating" to sharpen their skills. Applicable to the EO, a rotation is "a development process, involving movement to another position or an assignment that broadens the executive's knowledge, skill and experience in order to improve talent development, mission delivery and collaboration." Agency options to help their executives obtain such assignments include providing internal rotations to other departments and supporting external rotations to other agencies and non-Federal partners. The Intergovernmental Personnel Act mobility program provides a means for rotations to State and local governments, colleges and universities, tribal governments and other eligible organizations.

This IPA assignment is responsive to the government-wide objective to develop members of the SES workforce and reflects the EPA's commitment to supporting the professional growth of its senior executives. The assignment will allow Mr. Allen to gain perspectives and experiences outside his current role that will further his ability to collaborate and lead. The IPA is also supportive of goals in OPM's 2016 Government-wide Inclusive Diversity Strategic Plan. Specifically, the goal to "Diversify the Federal Workforce through the Active Engagement of Leadership." Mr. Allen's IPA is designed to benefit both the EPA and George Mason University through projects that focus on enhancing collaboration and institutional exchanges that will support the Agency's mission to protect human health and the environment.

## 2. How will the assignment strengthen relations with institutions important to the overall environmental mission and "network?"

The EPA seeks to build strong working relationships with academic institutions — critical sources for the professional talent the agency needs to fulfill its mission and build a diverse, high performing workforce. This assignment will further collaboration between EPA and GMU and encourage the participation of GMU students in the nation 's environmental programs. This assignment highlights the EPA's support of students to include minority students and professionals, who comprise a growing component of the Nation's Twenty-first Century workforce. Through outreach and the performance of assigned duties, Mr. Allen will share information with the university's administrators, educators, students and alumni concerning the EPA's environmental mission and range of career opportunities. Mr. Allen will make full use of his network of leaders in government, business, and nongovernmental organizations to enhance project and broaden student and faculty perspectives. The IPA agreement will serve to strengthen those relationships and will allow Mr. Allen to build new partnerships and coalitions that have a common interest in adapting to, supporting, and evolving Federal policy, and in modernizing EPA and the nation's entire environmental protection enterprise. Such engagement and feedback will enhance EPA's ability to achieve its mission and serve and protect the nation.

### **COST/BENEFITS JUSTIFICATION**

## 3. List the specific products derived from this agreement that will be utilized by EPA and/or the federal government.

- providing "hands-on" learning opportunities for students particularly in understanding the Environmental Protection Agency and future opportunities for students helping to build the bench for EPA;
- provide a valuable perspective on the Agency from an external stakeholder, which will enhance the
  executives' leadership and engagement abilities and help him contribute more to EPA's mission to meet
  environmental challenges of the future.
- identifying and prioritizing projects, advising on projects that intersect with EPA's mission, or could benefit from EPA perspective thereby strengthening the agency's linkage with the academic community
- recommendations on how to build networks/promote contacts between EPA professionals and GMU students, faculty and alumni concerning topics of mutual interest.
- list of speakers from the EPA and GMU who can respectively, address the university community and EPA employees (e.g., during issue focused, diversity and other events).
- facilitating the participation of EPA employees in institutional and educational exchanges, and coordinate, organize, and execute "Shadow Days" with the EPA;
- help expand the applicant pool for student employment opportunities within EPA; facilitate an EPA
- facilitate grant proposal writing lecture/workshop for faculty reducing error rate on proposals to EPA

## 4. What are the specific factors that will be applied in evaluating the progress of this assignment and the evaluation of cost/benefits achieved?

- development of an action plan that is approved by the Chair of the Environmental Science & Policy Department;
- statements of cooperation by stakeholders partnering in research and analysis reviews;
- for selected projects, approval of a project plan that includes milestones for accomplishments, as required;
- timeliness and effectiveness in achieving the milestones identified in project plan(s);
- written annual progress report summarizing priority activities and accomplishments.
- The delivery of class lectures to GMU students on various topics (e.g., talent acquisition, leadership and workforce diversity).
- Development and implementation of a communication strategy (e.g., presentations, informational and brown bag sessions and organized events) to share information with GMU faculty, students and alumni concerning the EPA's mission and range of career opportunities.
- Outreach and student application for Federal agency internships; and student and alumni application for federal employment.
- coordinate and facilitate a guest lecture program identifying other federal personnel and academics who might serve as guest lecturers.

### **Prohibition of Use of Federal Funds**

31 U.S.C. § 1352. Limitation on use of appropriated funds to influence certain Federal contracting and financial transactions.

- (A) (1) None of the funds appropriated by any Act may be expended by the recipient of a federal contract, grant, loan, or cooperative agreement to pay any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of congress in connection with any Federal action described in paragraph (2) of this subsection.
- (2) The prohibition in paragraph (1) of this subsection applies with respect to the following Federal actions:
  - (A) The awarding of any Federal contract.
  - (B) The making of any Federal grant.
  - (C) The making of any Federal loan.
  - (D) The entering into of any cooperative agreement
  - (E) The extension, continuation, renewal. Amendment, or modification of any federal contract, grant, loan, or Cooperative agreement.

I have read the Section 1352 and agree that it applies. I agree to comply with it and recognize that any noncompliance on my part could serve as a basis for terminating the IPA assignment. In accordance with that, I have signed below to signify my agreement. I also acknowledge that I have signed voluntarily and free of any coercion or duress.

Assignee Signature	<i>29 11/21/13</i> Date
Home Organization Signature	4/2/18 Date
Hosting Organization Signature	 Date

## EMPLOYMENT STATUS CERTIFICATION STATEMENT

### **Authorizing Official for Home Organization:**

I hereby certify that <u>REGINALD E ALLEN</u> has permanent status pursuant to the IPA manual Chapter 1, Section 6. I further certify that he was not converted to a different employment authority in the past 180 days for the sole purpose of becoming an eligible participant of the IPA program Furthermore, our organization intends to return this employee to a permanent position upon completion of the IPA assignment. It is not the intent of the Program to hire the assignee to a "like" position while on temporary assignment to the Agency.

assignment. It is not the intent of the Program to hire the assignee to a "like" position while on temporary assignment to the Agency. Pursuant to Chapter I, Section 12, I further certify that all applicable Federal, State and local conflict of interest and employee conduct laws have been reviewed with this employee. Federal IPA Assignee: Upon completion of my IPA assignment, I agree to return to my permanent position of record (or some "like" position). Should I fail to serve the required time (Chapter 2, Section 8), I have been informed that I may be liable to the federal government for all expenses incurred (excluding salary and benefits). Signature/Date Non-Federal IPA Assignee: If I fail to complete my assignment (Chapter 2, Section 8), and/or fail to return to my previous employer for the required time, I may be liable for all expenses incurred (excluding salary and benefits).

Title

Signature/Date

### List of Officials Who Negotiated Assignment Agreement

1) Michael Flynn Acting Deputy Administrator U.S. Environmental Protection Agency 1201 Constitution Avenue, NW Washington, DC 20460 202-343-9356

2) A. Alonso Aguirre George Mason University Chair, Environmental Science & Policy Department 4400 University Drive, MS 5F2 Fairfax, VA 22030 703-993-1043 OF 69 # (REV. 2-89)
U.S. Office of Personnel Management

FPM Chapter 334

### **Assignment Agreement**

Title IV of the Intergovernmental Personnel Act of 1970 (5 U.S.C. 3371-3376)

### INSTRUCTIONS

This agreement constitutes the written record of the obligations and responsibilities of the parties to a temporary assignment arranged under the provisions of the Intergovernmental Personnel Act of 1970.

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U.S. Office of Personnel Management Personnel Mobility Program Staffing Operations Division/CEG 1900 E street, NW Washington, D.C. 20415

Procedural questions on completing the assignment agreement form or on other aspects relating to the mobility program should be addresses to either mobility program coordinators in each Federal agency or to the staff of the Personnel Mobility Program is the U.S. Office of Personnel Management.

PART 1 - NATURE OF THE AS	SIGNMENT AGREEMENT				
Check Appropriate Box		T	P. A. a. a. a. a.		
	New Agreement	Modification	Extension		
PART 2 - INFORMATION ON P	ARTICIPATING EMPLOYEE				
Name (Last, First, Middle)     Allen, Reginald E			Social Security Number		
4. Home Address (Street, City, State, Zi	p Code)	5 A. Have you ever been on a mobility assignment?			
Ex. 6	<b>,</b>	YES	<b>⊠</b> NO		
Lj		5 B. If "YES", date of each assigni	ment (Month and Year)		
		From	То		
PART 3 - PARTIES TO THE AG	REFMENT		<u> </u>		
6. Federal Agency (List office, bureau or		7. State or Local Government (Ident	ify the governmental agency)		
the agreement)					
Environmental Protection Agency	7. D. C.D.	George Mason University			
<ol> <li>Is assignment being made through a If "YES", give name of the program.</li> </ol>	taculty tellows program?	YES	<b>⊠</b> NO		
PART 4 - POSITION DATA					
	A - Position Currently I	Held			
9. Employment Office Name and Addre	ss (Street, City, State and ZIP Code)	10. Employee's Position Title	11. Office Telephone Number		
Environmental Protection Agence			(Include the Area Code)		
1200 Pennsylvania Ave, NW	J	Asst Deputy Chief of Staff	2025641029		
Washington, DC 20460		12. Immediate Supervisor (Name an	nd Title)		
-		Michael Flynn, Acting Deputy Administrator			
	B - Type of Cum		munnadaw.		
13. Federal Employees (Check appropri	***************************************	14. State and Local Employees			
	Grade Level	State or Local Annual Salary	Original Date Employed by the		
Career Competitive			State or Local Government (Month Day, Year)		
Other (Specify):	0		Day, real)		
	Senior Executive Service				
	C - Position To Which A	ssignment Will Be Made			
15. Employment Office Name and Addre	ess (Street, City, State and ZIP Code)	16. Assignee's Position Title	17. Office Telephone Number		
George Mason University		Executive in Residence	(Include the Area Code) 7039931043		
Environmental Science and Police	cy Department	18. Immediate supervisor (Name and Title)			
4400 University Drive, MS 5F2 Fairfax, VA 22030		A. Alonso Aguirre, Chair, Environmental Science & Policy			
rana, va zzuju		Department			
Previous edition is usable			50 69 - 105		

PART 5 - TYPE OF ASSIGNMENT		
19. Check Appropriate Boxes	20. Period of Assignment (Month, Day	, Year)
On detail from a Federal agency On leave c from a Federal agency Part Time	From	To I
On detail to a Federal agency On appointment in a Federal agency Intermittent	04/15/2018	04/14/2019
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Employee's leave and benefits are remain unaffected by this IPA. Assignee will be governed by the provisions of EPA annual and sick leave policy. Leave and time will be reported by the assignee to the host and to EPA on a biweekly basis, and with concurrence of the host the reported hours will reflect the hours worked, an email leave and time information will be send to Chair, Environmental Science and Policy and to Acting Deputy Chief of Staff, Acting Director of the Office of Administrative and Executive Services and PMO at EPA for approval through EPA's enterprise payroll processing system (currently "PeoplePlus").

Page 2

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PART 9 - FISCAL OBLIGATIONS	An concede should be cont
Identify, where appropriate, the office to which invoices and time and attendar	
<ul> <li>26. Federal Agency Obligations (If paying more than 50 percent of a Federal employee's salary beyond a 6-month period, specify rationale for cost-sharing decision.)</li> <li>EPA is responsible for employee 's salary and benefits. See attached cost-benefit rationale.</li> </ul>	27. State or Local Government agency Obligations GMU will provide work space, including an office with a computer, phone and associated services /equipment / supplies, such as paper, printer, files, meeting space, and business cards as required comparable to GMU staff employees in comparable positions. In addition, GMU will cover the costs of local travel for any required meetings, conferences and other business activities. GMU will cover the costs of conference registration fees and any needed training on case- by- case basis, subject to the approval of the Chair. GMU will provide a mobile phone and network services comparable to GMU staff employees in comparable positions.
PART 10 - CONFLICTS OF INTEREST AND EMPLOYEE C	ONDUCT
28. Applicable Federal, State or local conflict-of-interest laws have been not inadvertently arise during this assignment.      29. The employee has been notified of laws, rules and regulations, and assignment.	en reviewed with the employee to assure that conflict-of-interest situations do
PART 11 - OPTIONS	
30. Indicate coverage "N/A", if not applicable.	31. State or Local Agency Benefits (Indicate all State employee benefits that
A. Federal Employees Group Life Insurance    X   Covered	will be related by the State or local agency employee being assigned to a Federal agency. Also include a statement certifying coverage in all State and local employee benefit programs that are elected by Federal employee on leave without pay from the Federal agency to a State or local agency.)  N/A
32. Other Benefits (Indicate any other employee benefits to be made part of ti	
PART 12 - TRAVEL AND TRANSPORTATION  33. Indicate: (1) Whether the Federal agency or State or local agency will pay	y travel and transportation expenses to, from, and during the assignment as
specified in Chapter 3344 of the Federal Personnel Manual, and (2) which	
Local travel will be paid by George Mason University, as needed Affiliated Faculty as approved by the Chair of the Environments will pay assignee's transit subsidy (i.e., public transportation	al Science & Policy Department - none are anticipated. EPA
Page 3	

### PART 13 - APPLICABILITY OF RULES, REGULATIONS AND POLICIES

- 34. Check Appropriate Boxes.
  - A. The rules and policies governing the internal operation and management of the agency to which my assignment is made under this agreement will be observed by me.
  - B. I have been informed that my assignment may be terminated at any time at the option of the Federal agency or the State or local government.
  - C. I have been informed that any travel and transportation expenses covered from Federal agency appropriations may be recoverable as a debt due the united states, if I do not serve until the completion of my assignment (unless terminated earlier by either employer) or one year, whichever is shorter.
- D. I have been informed of applicable provisions should my position with my permanent employer become subject to a reduction-in-force procedure.
- E. I agree to serve in the Civil Service upon the completion of my assignment for a period equal to that of my assignment. Should I fail to serve the required time, I have been informed that I will be liable to the United States for all expenses (except salary) of my assignment. (For Federal Employees only).

### PART 14 - CERTIFICATION OF ASSIGNED EMPLOYEE

In signing this agreement, I certify that I understand the terms of this agreement and agree to the rules, regulations and policies as indicated in Part 13 above.

35. Location of Assignment (Name of Organization)	36. Date (Month, Da	ay, Year)
,	From	To
George Mason University, Environmental Science & Policy Department	04/15/2018	04/14/2019
37. Signature of Assigned Employee	38. Date of Signatur	e (Month, Day, Year) つ <i>い</i> コカバ
PART 15 - GERTIEICATION OF APPROVING OFFICIALS	11/01 6	

In signing this agreement, we certify that;

- the description of duties and responsibilities is current and fully and accurately describes those of the assigned employee;
- this assignment is being entered in to to serve a sound, mutual public purpose and not solely for the employee's benefit;
- at the completion of the assignment, the participating employee will be returned to the position he or she occupied at the time this agreement was entered
  into or a position of like seniority, status pay.

State or Local Government Agency	Federal Agency
39. Signature of Authorizing Officer	40. Signature of Authorizing Office (
41. Date of Signature (Month, Day, Year)	42. Date of Signature (Month, Day (Year))
43. Typed Name and Title	44. Typed Name and Title
A. Alonso Aguirre, Chair, Environmental Science & Policy Department, GMU	Michael Flynn, Acting Deputy Administrator, EPA

### PRIVACY ACT STATEMENT

Sections 3373 and 3374, Assignment of Employees To or From State or Local Governments, of Title 5, U.S. Code, authorizes collection of this information. The data will be used primarily to formally document and record your temporary assignment to or from a State or local government, institution of higher education, Indian tribal government, or other eligible organization. This information may also be used as the legal basis for personal and financial transactions, to identify you when requesting information about you, e.g., from prior employers, educational institutions, or law agencies, or by State, local, or Federal income taxing agencies.

Solicitation of your Social Security Number (SSN) is authorized by Executive Order 9397, which permitted by use of the SSN as an identifier of individual records maintained by Federal agencies. Furnishing your SSN or any other data requested is voluntary. However, failure to prove any of the requested information may result in your being ineligible for participation in the Intergovernmental Assignment Program.

Page 4

### Prohibition of Use of Federal Funds

31 U.S.C. § 1352. Limitation on use of appropriated funds to influence certain Federal contracting and financial transactions.

- (A) (1) None of the funds appropriated by any Act may be expended by the recipient of a federal contract, grant, loan, or cooperative agreement to pay any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of congress in connection with any Federal action described in paragraph (2) of this subsection.
- (2) The prohibition in paragraph (1) of this subsection applies with respect to the following Federal actions:
  - (A) The awarding of any Federal contract.
  - (B) The making of any Federal grant.
  - (C) The making of any Federal loan.
  - (D) The entering into of any cooperative agreement
  - (E) The extension, continuation, renewal. Amendment, or modification of any federal contract, grant, loan, or Cooperative agreement.

I have read the Section 1352 and agree that it applies. I agree to comply with it and recognize that any noncompliance on my part could serve as a basis for terminating the IPA assignment. In accordance with that, I have signed below to signify my agreement. I also acknowledge that I have signed voluntarily and free of any coercion or duress.

Assignee Signature	29 ///av / 13 Date
Home Organization Signature	4/1/18 Date
Hosting Organization Signature	 Date

### Message

From: DC-WJCN-2432DD-M@epa.gov [DC-WJCN-2432DD-M@epa.gov]

**Sent**: 4/2/2018 1:50:11 PM

**To**: Allen, Reginald [Allen.Reginald@epa.gov]

Attachments: image2018-04-02-095011.pdf

OF 69 # (REV. 2-89) U.S. Office of Personnel Management

### **Assignment Agreement**

Title IV of the Intergovernmental Personnel Act of 1970 (5 U.S.C. 3371-3376)

FPM Chapter 334

INSTRUCTIONS

This agreement constitutes the written record of the obligations and responsibilities of the parties to a temporary assignment arranged under the provisions of the Intergovernmental Personnel Act of 1970.

The term "State or local government," when appearing in this form, also refers to an institution of higher education, and Indian tribal government, and any other eligible organization.

Copies of the completed and, signed agreement should be

Within 30 days of the effective date of the assignment, two copies of this form must be sent to:

> U.S. Office of Personnel Management Personnel Mobility Program Staffing Operations Division/CEG 1900 E street, NW Washington, D.C. 20415

Procedural questions on completing the assignment agreement form or on other aspects relating to the mobility program should be addresses to either mobility program coordinators in each Federal agency or to the staff of the

retained by each signatory.			J.S. Office of Personnel Management.	
PART 1 - NATURE OF THE AS	SIGNMENT AGREEMENT			
Check Appropriate Box	New Agreement	Modification	Extension	
PART 2 - INFORMATION ON F	ARTICIPATING EMPLOYEE			
Name (Last, First, Middle)     Allen, Reginald E			Social Security Number	
4. Home Address (Street, City, State, Zi	p Code)	5 A. Have you ever been on a mo	· ~	
Ex. 6		YES	X NO	
		5 B. If "YES", date of each assign From	5 B. If "YES", date of each assignment (Month and Year) From To	
PART 3 - PARTIES TO THE AC	GREEMENT			
Federal Agency (List office, bureau of the agreement)	r organizational unit which is party to	7. State or Local Government (Iden	tify the governmental agency)	
Enviromental Protection Agency		George Mason University		
Is assignment being made through a If "YES", give name of the program.	faculty fellows program?	YES	<b>⊠</b> NO	
PART 4 - POSITION DATA				
	A - Position Currently I	Held		
9. Employment Office Name and Addre	ss (Street, City, State and ZIP Code)	10. Employee's Position Title	11. Office Telephone Number (Include the Area Code)	
Environmental Protection Agence 1200 Pennsylvania Ave, NW	у	Asst Deputy Chief of Staff	2025641029	
Washington, DC 20460  12. Immediate Supervisor (Name and Title)  Michael Flynn, Acting Deputy Administrator		12. Immediate Supervisor (Name and Title)		
		y Administrator		
		rent Appointment		
13. Federal Employees (Check appropri	······································	14. State and Local Employees		
▼ Career Competitive	Grade Level	State or Local Annual Salary	Original Date Employed by the State or Local Government (Month Day, Year)	
Other (Specify):	Senior Executive Service		Say, Today	
	C - Position To Which A	ssignment Will Be Made		
15. Employment Office Name and Address	ass (Street, City, State and ZiP Code)	16. Assignee's Position Title	17. Office Telephone Number	
George Mason University		Executive in Residence	(include the Area Code) 7039931043	
Environmental Science and Policy Department 4400 University Drive, MS 5F2 Fairfax, VA 22030		<ol> <li>Immediate supervisor (Name al A. Alonso Aguirre, Chair, En Department</li> </ol>	nd Title) vironmental Science & Policy	
Previous edition is usable		1	50 69 - 105	

PART 5 - TYPE OF ASSIGNMENT			
19. Check Appropriate Boxes		20. Period of Assignment (Month, Day,	Year)
On detail from a Federal agency On leave c from a Federal agency	Full Time	From	То 
On detail to a Federal agency On appointment in a Federal agency	Intermittent	04/15/2018	04/14/2019
PART 6 - REASON FOR MOBILITY ASSIGNI	VENT		

21. Indicate the reasons for the mobility assignment and discuss how the work will benefit the participating governments. In addition, indicate how the employee will be utilized at the completion of this assignment.

This IPA Act mobility assignment will benefit the U.S. Environmental Protection Agency (EPA) and George Mason University (GMU) and further partnership and collaboration. This assignment will allow Mr. Allen to apply over 30 years of government leadership and management experience within the Environmental Science & Policy Department (ESP) at GMU to facilitate part of EPA 's core mission to protect public health and the environment which requires establishment of strong working relationships with colleges and universities. These are critical sources for the professional talent EPA needs to build a diverse, high performing workforce. Mr. Allen's research capabilities and collaboration skills will help develop solutions and extend the talent pool for EPA, thereby supporting outcomes that are central to EPA's environmental protection mission. GMU will benefit from having Mr. Allen's expertise "in house" within ESP. While on assignment, Mr. Allen will help identify and prioritize projects, advising on projects that intersect with EPA's mission, or could benefit from EPA perspective. At the completion of this agreement, Mr. Allen will return to his position of record as the Asst Deputy Chief of Staff, or a similar level Senior Executive Service position at the EPA. Mr. Allen's will provide gain valuable perspectives on EPA from external stakeholders, enhancing his leadership in contributing to EPA's mission.

#### PART 7 - POSITION DESCRIPTION

22. List the major duties and responsibilities to be performed while on the mobility assignment.

George Mason University has requested that Mr. Allen share his extensive management and leadership knowledge to serve as a Resident Executive / Affiliate Faculty within the Environmental Science & Policy Department. The department and the university is particularly interested in developing stronger relationships with the federal government as a means of broadening student experiences and future career opportunities. Specific projects will capitalize on Mr. Allen's extensive leadership and management background. Specific activities include, but are not limited to: facilitating the participation of EPA employees in institutional and educational exchanges; providing class lectures on opportunities and organization of the EPA; support or conduct other research and lectures such as leadership / management, etc. as required; help expand the applicant pool for student employment opportunities within EPA; facilitate an EPA/Federal employment career day; facilitate grant and contract proposal writing lecture/workshop for faculty; coordinate a mentor's program for the department; coordinate and execute "Shadow Days" with the EPA; sponsor and support diversity activities at GMU as a senior minority government executive; planning and organizing events with the department as well as participating in programs, including ones related to the role of the EPA in facilitating environmental progress; providing management and faculty support to the Chair of the Environmental Science & Policy Department. Additionally, Mr. Allen will help in identifying, advising and prioritizing on projects that intersect with EPA's mission, or could benefit from EPA perspective.

PART 8 - EMPLOYEE BENEFITS	
23. Rate of Basic Pay During Assignment	Special Pay Conditions (Indicate any conditions that could increase the assigned employee's compensation during the assignment period)
Executive Level II - SES	Executive Level II pay is determined by Congress

 Leave Provisions (Indicate the annual and sick leave benefits for which employee is eligible. Specify the procedures for reporting, requesting and recording such leave.)

Employee's leave and benefits are remain unaffected by this IPA. Assignee will be governed by the provisions of EPA annual and sick leave policy. Leave and time will be reported by the assignee to the host and to EPA on a biweekly basis, and with concurrence of the host the reported hours will reflect the hours worked, an email leave and time information will be send to Chair, Environmental Science and Policy and to Acting Deputy Chief of Staff, Acting Director of the Office of Administrative and Executive Services and PMO at EPA for approval through EPA's enterprise payroll processing system (currently "PeoplePlus").

Page 2

PART 9 - FISCAL OBLIGATIONS	
Identify, where appropriate, the office to which invoices and time and attendar	nce records should be sent.
26. Federal Agency Obligations (If paying more than 50 percent of a Federal employee's salary beyond a 6-month penod, specify rationale for cost-sharing decision.)  EPA is responsible for employee's salary and benefits. See attached cost-benefit rationale.	27. State or Local Government agency Obligations GMU will provide work space, including an office with a computer, phone and associated services/equipment/supplies, such as paper, printer, files, meeting space, and business cards. In addition, GMU will cover the costs of local travel for meetings, conferences and other business activities. GMU will cover the costs of conference registration fees and any needed training on case- by- case basis, subject to the approval of the Chair. GMU will provide a mobile phone and network services comparable to GMU staff employees in comparable positions.
PART 10 - CONFLICTS OF INTEREST AND EMPLOYEE C	ONDUCT
FART 10 - CONFLICTS OF INTEREST WAS EMILED FOR	ONDOO!
<ul> <li>28. Applicable Federal, State or local conflict-of-interest laws have been not inadvertently arise during this assignment.</li> <li>29. The employee has been notified of laws, rules and regulations, an assignment.</li> </ul>	en reviewed with the employee to assure that conflict-of-interest situations do id policies on employee conduct which apply to him/her while on this
PART 11 - OPTIONS	
30. Indicate coverage "N/A", if not applicable.  A. Federal Employees Group Life Insurance    X   Covered	31. State or Local Agency Benefits (Indicate all State employee benefits that will be related by the State or local agency employee being assigned to a Federal agency. Also include a statement certifying coverage in all State and local employee benefit programs that are elected by Federal employee on leave without pay from the Federal agency to a State or local agency.)  N/A
32. Other Benefits (Indicate any other employee benefits to be made part of t	
PART 12 - TRAVEL AND TRANSPORTATION  33. Indicate: (1) Whether the Federal agency or State or local agency will pa	v travel and transportation expenses to, from, and during the assignment as
specified in Chapter 3344 of the Federal Personnel Manual, and (2) which	
Local travel will be paid by George Mason University, as need Affiliated Faculty as approved by the Chair of the Environment will pay assignee's transit subsidy (i . e . , public transportation	ed or required to perform duties as Executive in Residence/ al Science & Policy Department - none are anticipated. EPA
Page 3	

### PART 13 - APPLICABILITY OF RULES, REGULATIONS AND POLICIES

- 34. Check Appropriate Boxes.
  - A. The rules and policies governing the internal operation and management of the agency to which my assignment is made under this agreement will be observed by me.
  - B. I have been informed that my assignment may be terminated at any time at the option of the Federal agency or the State or local government.
  - C. I have been informed that any travel and transportation expenses covered from Federal agency appropriations may be recoverable as a debt due the united states, if I do not serve until the completion of my assignment (unless terminated earlier by either employer) or one year, whichever is shorter.
- D. I have been informed of applicable provisions should my position with my permanent employer become subject to a reduction-in-force procedure.
- E. Lagree to serve in the Civil Service upon the completion of my assignment for a period equal to that of my assignment. Should I fail to serve the required time. I have been informed that I will be liable to the United States for all expenses (except salary) of my assignment. (For Federal Employees only).

### PART 14 - CERTIFICATION OF ASSIGNED EMPLOYEE

In signing this agreement, I certify that I understand the terms of this agreement and agree to the rules, regulations and policies as indicated in Part 13 above.

35. Location of Assignment (Name of Organization)	36. Date (Month, Day,	Year)
	From	To
George Mason University, Environmental Science & Policy Department	04/15/2018	04/14/2019
37 Signature of Assigned Employee	38. Date of Signature	
	Mars	9 2018
PART 15 CERTIFICATION OF ARRESTING OFFICIALS		

### PART 15 - GERTIEICATION OF APPROVING OFFICIALS

In signing this agreement, we certify that;

- the description of duties and responsibilities is current and fully and accurately describes those of the assigned employee;
- this assignment is being entered in to to serve a sound, mutual public purpose and not solely for the employee's benefit;
- at the completion of the assignment, the participating employee will be returned to the position he or she occupied at the time this agreement was entered into or a position of like seniority, status pay.

State or Local Government Agency	Federal Agency
39. Signature of Authorizing Officer	40. Signature of Authorizing Officer
41. Date of Signature (Month, Day, Year)	42. Date of signature (Month, Day, (Year)
43. Typed Name and Title	44. Typed Name and Title
A. Alonso Aguirre, Chair, Environmental Science & Policy	·
Department, GMU	Michael Flynn, Acting Deputy Administrator, EPA

### PRIVACY ACT STATEMENT

Sections 3373 and 3374, Assignment of Employees To or From State or Local Governments, of Title 5, U.S. Code, authorizes collection of this information. The data will be used primarily to formally document and record your temporary assignment to or from a State or local government, institution of higher education, Indian tribal government, or other eligible organization. This information may also be used as the legal basis for personal and financial transactions, to identify you when requesting information about you, e.g., from prior employers, educational institutions, or law agencies, or by State, local, or Federal income taxing agencies.

Solicitation of your Social Security Number (SSN) is authorized by Executive Order 9397, which permitted by use of the SSN as an identifier of individual records maintained by Federal agencies. Furnishing your SSN or any other data requested is voluntary. However, failure to prove any of the requested information may result in your being ineligible for participation in the Intergovernmental Assignment Program.

Page 4

### **Prohibition of Use of Federal Funds**

31 U.S.C. § 1352. Limitation on use of appropriated funds to influence certain Federal contracting and financial transactions.

- (A) (1) None of the funds appropriated by any Act may be expended by the recipient of a federal contract, grant, loan, or cooperative agreement to pay any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of congress in connection with any Federal action described in paragraph (2) of this subsection.
- (2) The prohibition in paragraph (1) of this subsection applies with respect to the following Federal actions:
  - (A) The awarding of any Federal contract.
  - (B) The making of any Federal grant.
  - (C) The making of any Federal loan.
  - (D) The entering into of any cooperative agreement
  - (E) The extension, continuation, renewal. Amendment, or modification of any federal contract, grant, loan, or Cooperative agreement.

I have read the Section 1352 and agree that it applies. I agree to comply with it and recognize that any noncompliance on my part could serve as a basis for terminating the IPA assignment. In accordance with that, I have signed below to signify my agreement. I also acknowledge that I have signed voluntarily and free of any coercion or duress.

Assignee Signature	<i>29 116v 18</i> Date
Home Organization Signature	4/1/18 Date
Hosting Organization Signature	

### Message

From: Reeder, John [Reeder.John@epa.gov]

**Sent**: 8/30/2017 2:49:33 PM

To: Allen, Reginald [Allen.Reginald@epa.gov]; Lesperance, Twanna [Lesperance.Twanna@epa.gov]

Subject: IPA paperwork

Attachments: image2017-08-30-105857.pdf

Here is the signed paperwork.

Let me know if anything else is needed.

Thank you.



image2017-08-3...

# Checklist of Documents Required For an IPA Assignment

Final Docs for IPA

## **Documents for all IPA's (Required)**

	Letter Requesting Services of Employee(s)
	IPA Assignment Agreement Form
	Cost Benefit Justification Form
	Prohibition of Use of Federal Funds Form
	Employment Status Certification Form
<u>\</u>	Concurrence with OGC for Conflict-of-Interest (obtain OGC <b>Ethics Lawyer</b> signature in Part 10 of the Assignment Agreement Form)
<u>/                                </u>	List of Officials who negotiated assignment agreement (including telephone numbers – assignee may not be listed here)
Documents	on an "as-needed" basis
	Cost Analysis (Per Diem vs relocation)
	Supplemental Pay Form
	Miscellaneous Obligation Document (If EPA will be financially responsible for any portion of the IPA ONLY for non-federal coming into EPA)
	SF-52 (for EPA employee, include both Detail and Termination of Detail)
	Concurrence with FMD if finance or travel issues exist
	Justification for extension
Documents	Due at a Later Time
	Progress Report (Due from assignee within 10 workdays following the close of each fiscal year [September 30])
	Final Assignment Evaluation (Due from the assignee's IPA supervisor and the assignee within 10 work days following the end of the assignment)



OFFICE OF THE DEAN

John Reeder
Deputy Chief of Staff
U.S. Environmental Protection Agency
Washington, DC
August 15, 2017

Dear Mr. Reeder:

On behalf of the School of Public Affairs at American University I invite you share your knowledge of environmental policy and management expertise as an Executive in Residence within the Center for Environmental Policy for the period September 4, 2017 to August 31, 2019.

American University is a comprehensive, baccalaurcate and master's degree granting university that offers arts and sciences, professional and business courses and programs to a diverse student population. The School of Public Affairs is world-renowned for developing academically prepared leaders in government, public service, and policy institutions. The School of Public Affairs and Center for Environmental Policy are particularly interested in developing stronger relationships with local government as a means of broadening student experiences and future career opportunities. To that end, we are asking for your assistance in:

- developing projects within the Center that examine local and regional environmental challenges and opportunities and provide "hands-on" learning opportunities for students;
- leading a locally based project to identify opportunities and recommend policy options for expanding the beneficial use of natural resources, including outdoor recreation, for citizens across all socio-economic strata, including the equity aspects of such activities;
- planning and organizing events with the Center as well as participating in programs, including ones related to the role of the EPA in facilitating state and local progress; and
- providing management support to the Director of the Center of Environmental Policy.

Thank you for your willingness to share your experience and expertise in this position. I am sure your skills and abilities will complement the existing expertise within the School of Public Affairs and yield mutually beneficial outcomes for the US Environmental Protection Agency and American University.

Sincerely,

Vicky Wilkins Interim Dean

School of Public Affairs

V. Wilkins

SCHOOL OF PUBLIC AFFAIRS

4400 Massachusetes Avenue. NW — Washington (RC 20016-8027 - 202-865-3940 - Pax: 202-885-235)

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OF69 - Rev 9/79 Office of Personnel Management FPM Chapter 334 EPA Version (06-97)

## ASSIGNMENT AGREEMENT

Title IV of the

Intergovernmental Personnel Act of 1970

(5 U.S.C. 3371 - 3376)

(0.0010)	23.1				
Instr	UCTIONS				
This agreement constitutes the written record of the obligations and responsibilities of the parties to a temporary assignment arranged under the provisions of the Intergovernmental Personnel Act of 1970.	Within 15 days of the effective date of the assignment, two copies of this form must be sent to:  Faculty Fellows and Personnel Mobility Division Office of Intergovernmental Personnel Programs Office of Personnel Management P.O. Box 14184 Washington, DC 20044				
The term "State or local government," when appearing on this form, also refers to an institution of higher education, an Indian tribal government, and any other eligible organization.	Procedural questions on completing the assignment agreement form or on other aspects relating to the mobility program should be addressed to either mobility program coordinators in each Federal agency or to the staff in the Intergovernmental Personnel Programs				
Copies of the completes and signed agreement should be retained by each signatory.	Division in Office of Personnel Management's regional office.				
PART 1-NATURE OF THE ASSIGNMENT AGREEMENT					
1. [X] New Agreement	[] Modification [] Extension				
PART 2-INFORMATION ON PARTICIPATING EMPLOYEE					
2. Name Reeder, John E	3. Ex. 6				
4. Home Address (Street, City, State, Zip Code)	5 A. Have you ever been on a mobility assignment? [ ] YES [X] NO				
Ex. 6	5 B. If "YES", date of each assignment (Month and Year) FROM: TO:				
PART 3-PARTIES TO THE AGREEMENT					
6. Federal Agency United State Environmental Protection Agency Office of the Administrator	7. State or local Government (Identify the governmental agency) The American University				
8. Is assignment being made through a faculty fellows program?	( ) YES (X) NO				
If yes, give name of program.					
PART 4-POSITION DATA					
	urrently Held				
9. Employment Office Name and Address Mail Code: AO 1101	10. Employee's Position 11. Office Phone No. Title				
1200 Pennsylvania Avenue, NW Washington, DC 20460	Deputy Chief of Staff ( 202 564 6082 ) -				
	12. Immediate Supervisor (Name and Title) Ryan Jackson, Chief of Staff				

	B-Type of Cur	rent Appointment					
13. Federal Employees	(Check appropriate box.)	14. State and Local Employees					
[ ] Carser Competitive [x] Other <i>(Specify)</i> Senior Executive Service	Indicates GS Level	State or Local Annual Salary	Original Date Employed by the State or Local Government				
	Executive Level II						
	C-Position to Which	Assignment Will Be Made					
Employment Office Name and City, State and SIP code)	Address (Building, Street,	16. Assignee's Position Title Resident Executive	17. Office Phone No.				
American University 4400 Massachusetts Avenue, NW Washington, DC 20016		18. Immediate Supervisor (Name and Title)  Daniel Fiorino, Director  Center for Environmental Policy					

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PART	5-TYPE OF ASSIGNMENT	
19.	Check Appropriate Box	20. Period of Assignment (Month, Day, Year)
(X)	On detail from a Federal agency	FROM: September 3, 2017 TO: September 1, 2019
[ ]	On leave without pay from a Federal agency	
[]	On detail to a Federal agency	
[ ]	On appointment in a Federal agency	

#### PART 6-REASON FOR MOBILITY ASSIGNMENT

21. Indicate the reasons for this mobility assignment and discuss how the work will benefit the participating governments. In addition, indicate how the employee will be utilized at the completion of this assignment.

This mobility assignment will allow Mr. Reeder to apply 30 years' experience and knowledge to assist local entities in advancing environmental initiatives consistent with EPA's mission. The assignment will help EPA strengthen relationships with important stakeholders, including non-governmental organizations, academia, and private sector interests. Mr. Reeder's research capabilities and collaboration skills will develop policy solutions that potentially have applicability in localities across the country, thereby supporting outcomes that are central to EPA's environmental protection mission.

American University will benefit from having Mr. Reeder's expertise "in house" in the Center for Environmental Policy. While on assignment, Mr. Reeder will help in identifying and prioritizing projects, advising on projects that intersect with EPA's mission, or could benefit from EPA perspective. In addition, Mr. Reeder is expected to lead on some projects sponsored by the Center that will enrich learning and leadership development for students, thereby enhancing the university's service delivery and reputation for academic excellence.

At the completion of this agreement, Mr. Reeder will return to his position of record as the Deputy Chief of Staff, or a similar level Senior Executive Service position at the Environmental Protection Agency. Mr. Reeder's mobility assignment is expected to provide a valuable perspective on the Agency from an external stakeholder and local level, which will enhance his leadership abilities and help him contribute to EPA's mission and capacity to meet environmental challenges of the future.

#### PART 7-POSITION DESCRIPTION

22. List the major duties and responsibilities to be performed while on the mobility assignment. Attach an accurate current description of the position being filled through the IPA assignment.

American University has requested that Mr. Reeder share his knowledge of environmental policy and management expertise as a Resident Executive within the School of Public Affairs. The school is particularly interested in developing stronger relationships with local government as a means of broadening student experiences and future career opportunities. Specific projects will capitalize on Mr. Reeder's extensive background at EPA working with a range of stakeholders, including environmental groups, industry coalitions, and government, as well as his broad experience in cross cutting policy and management issues. Specific activities include:

- developing projects within the Center for Environmental Policy that examine local and regional environmental challenges and identify opportunities for progress as the federal role in environmental protection evolves;
- leading a locally-based project that identifies opportunities and recommends policy options for expanding the beneficial use of natural resources, including outdoor recreation, for citizens across all socio-economic strata;
- partnering with nonprofit, private, and government organizations in examining the future role of the Environmental Protection Agency and opportunities for accelerating progress in environmental protection;
- providing general management support to the Director of the Center of Environmental Policy.

These activities involve considerable networking across a range of stakeholders involved in natural resource management and environmental protection. While some of these activities are focused on helping AU develop relationships and partnerships with local government entities, others focus externally on creating forums for local entities to develop and share new approaches to environmental protection as the role of the federal government evolves. Federal environmental statutes have remain fairly static authorities over several decades, even as the nature of today's environmental challenges, and the tools to meet those challenges, have changed considerably. Together federal, state, and local entities work together to form an environmental protection enterprise. Specific projects developed and implemented under this agreement will inform multiple decision makers who have a role in the ultimate success of the enterprise. As an example, one project may be to bring together decision makers from all levels of government, along with other stakeholders, to discuss proposals for modernization of EPA and current models of policy making and implementation. Mr. Reeder will develop linkages and partnerships among critical thinkers and policy makers to convene meaningful, results-oriented forums concerning the future of environmental protection. Mr. Reeder will also assist in day-to-day management of the Center, as directed, and in developing long term strategies to advance the Center's mission. Examples of priorities include reviewing communication tools, recommending agendas for the Center's advisory board meetings, and interfacing on behalf of the Director with key stakeholders and AU administration.

PART 8-EMPLOYEE BENEFITS	
23. Rate of Basic Pay	24. Special Pay Conditions (Indicate any conditions that could
Basic pay rate:	increase the assigned employee's compensation during the assignment period)
Executive Level II	Executive Level II pay is determined by Congress.

25. Leave Provisions (Indicate the annual and sick leave benefits for which the assigned employee is eligible. Specify the procedures for reporting, requesting and recording such leave)

Employee's leave and benefits are remain unaffected by this IPA. Assignee will be governed by the provisions of EPA annual and sick leave policy. Leave and time will be reported by the assignee to the host and to EPA on a biweekly basis, and with concurrence of the host that the reported hours reflect the hours worked, approved by the Director of the Office of Administrative and Executive Services, through EPA's enterprise payroll processing system (currently "PeoplePlus").

#### PART 9-FISCAL OBLIGATIONS

Identify, where appropriate, the office to which invoices and time and attendance records should be sent.

- 26. Federal Agency Obligations (If paying more then 50 27. State or Local Government Agency Obligations percent of a
- Federal employee's salary beyond a 6-month period, specify rationale

for cost-sharing decision.)

EPA is responsible for employee's salary and benefits. See attached cost-benefit rationale.

AU will provide work space, including an office with a computer, phone and associated services/equipment/supplies, such as paper, printer, files, meeting space, and business cards. In addition, AU will cover the costs of local travel for meetings, conferences and other business activities. AU will cover the costs of conference registration fees and training on case-by-case basis, subject to the approval

of the Director. AU will provide a mobile phone and network services comparable to AU staff employees in comparable positions.

#### PART 10-CONFLICTS OF INTEREST AND EMPLOYEE CONDUCT

- EX1 28. Applicable Federal, State or local conflict-of-interest laws have been reviewed with the employee to assure that conflict-of-interest situations do not in advertently arise during this assignment.
- The employee has been notified of laws, rules and regulations, and policies on employee conduct which apply to him/her while on this assignment.

#### PART 11-OPTIONS 30. Indicate coverage of "N.A." if not applicable 31. State or Local Agency Benefits (Indicate all State employee benefits that will be retained by the State or A. Federal Employees Group Life Insurance local agency employée being assigned to a Federal agency. Also include a statement certifying coverage [X] Covered N.A. in all State and local employee benefit programs that areelected by the Federal employee on leave without pay from the Federal Agency to a State or local Agency.) B. Federal Civil Service Retirement N/A [ ] N.A. [X] Covered C. Federal Employee Health Benefits [ ] N.A. [X] Covered

32. Other Benefits (Indicate any other employee benefits to be made part of this agreement) N/A

#### PART 12-TRAVEL AND TRANSPORTATION EXPENSES AND ALLOWANCES

33. Indicate: (1) Whether the Federal agency or State of Local agency will pay travel and transportation expenses to, from, and during the assignment as specified in Chapter 334, of the Federal Personnel Manual, and (2) which travel and relocation expenses will be included.

Local travel will be paid by American University, as approved by the Center Director.

EPA will pay assignee's transit subsidy (i.e., public transportation cost) at a rate defined by EPA's policy.

# PART 13-APPLICABILITY OF RULES, RECOLATIONS AND FOLICIES

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- The Post large been informed of applicable processing social by personed, employed become subject to a supertice in force procedure.
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DAPT 11-CERTIFICATION OF ASSIGNED EMPLOYEE		
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	Sept 3, 2017	9 <b>0</b> 98 Z. 2019
Coh led	ing types S/29/	lT

#### PART 15-CERTIFICATION OF APPROVING OFFICIALS

in vacarne for a agreement, we bestary that:

- the description of duties and responsibilities to established fitty and attackety executes edony of the posterior energies.
- One appropriate in being correct acts serve a class, one was gable propose and not solely for the conjugacy beautiful.
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#### PRIVACY ACT STATEMENT

Sections 3373 and 3374, Assignment of Employee To or From State or Local Governments, of Title 5, U.S. Code, authorizes collection of this information. The data will be used primarily to formally document and record your temporary assignment to or from a State or local government, institution of higher education. Indian tribal government, or other eligible organization. This information may also be used as the legal basis for personnel and financial transactions, to identify you when requesting information about you, e.g., from prior employers, educational institutions, or law enforcement agencies, or by State, local, or Federal income taxing agencies.

Solicitation of your Social Security Number (SSN) is authorized by Executive Order 9397, which permitted use of the SSN as an identifier of individual records maintained by Federal agencies. Furnishing your SSN or any other data requested is voluntary. However, failure to provide any of the requested information may result in your being ineligible for participation in the Intergovernmental Assignment Program.

### JOHN REEDER ADDENDUM TO IPA AGREEMENT

In order to ensure that the detail of this employee does not raise any ethics concerns under 18 U.S.C. §§ 203 and 205, EPA authorizes this employee, as part of the proper discharge of his/her official duties under this Agreement, to act as the host organization's agent and to represent the host organization before any federal department, agency, court, officer, or commission with one exception: when the host organization and the federal government are involved as adversaries in any litigation, including any administrative or judicial enforcement actions, EPA does not authorize this employee to act as the host organization's agent or attorney and does not authorize this employee to represent the host organization before any of the federal entities listed above. Unauthorized representation includes the filing of declarations in court proceedings and participating in status conferences with a court, engaging in negotiations with the federal government in litigation, and participating on conference calls between the parties.

I have read the preceding paragraph and understand the implications.

# ADDITIONAL ACKNOWLEDGMENTS BY THE EPA EMPLOYEE:

All rules and policies governing the internal operation and management of the agency to which assignment is made under this agreement will be observed by me. I further understand that, in "partnering with nonprofit, private and government organizations" (see IPA agreement, Part VII, paragraph 22), I must abide by those statutory authorities that allow EPA and its employees to cooperate with non-federal entities.

I understand that I remain a federal employee subject to the federal ethics laws and regulations. I understand that I must file a public financial disclosure report, the OGE 278, through INTEGRITY as required by law and continue to be subject to the STOCK Act that requires, among other things, for me to disclose any negotiations for compensated employment to EPA Ethics within 3 business days. I further understand that I cannot seek employment with the gaining organization because doing so will be a financial conflict of interest.

I have been informed that any travel and transportation expenses covered by my Federal agency appropriations may be recoverable as a debt due the United States, if I do not serve until the completion of my assignment (unless terminated earlier by either employer) or one year, whichever is shorter.

Before accepting any travel-related expenses from the IPA host organization, including but not limited to airfare, hotel expenses, and per diem, I understand I must obtain EPA approval pursuant to 31 U.S.C. 1353 by submitting an EPA Form 2610-3 to my appropriate ethics official, unless otherwise directed in writing in advance by my ethics official.

Any research or writing that I do under this IPA is done in my official EPA capacity. I will consult with EPA's Office of General Counsel in advance of any publication of work associated with this IPA to ensure that I comply with intellectual property and ethics guidelines, including use of any necessary disclaimers.

Because my salary and benefits will be paid in part or in full with federal funds, I agree not to engage in any indirect lobbying of a member of Congress, a jurisdiction, or an official of any government in support of, or in opposition to any legislation, law,

ratification, policy, or appropriation. I understand that, under certain circumstances, assisting a non-federal entity or a member of the public in their lobbying efforts (including but not limited to preparing communication materials, analyzing or drafting proposed legislation) may constitute indirect lobbying and to consult with EPA's Office of General Counsel if I have questions. I understand that if I engage in indirect lobbying that violates the Anti-Lobbying Act or appropriation act restrictions on indirect lobbying, I may be subject to civil and/or criminal penalties under the Anti-Lobbying Act and the Anti-Deficiency Act.

X Z

I have been informed of applicable provisions should my permanent employer become subject to a reduction in force procedure.

4 P

I agree to serve in the Civil Service upon the completion of my assignment for a period equal to that of my assignment. Should I fail to serve the required time, I have been informed that I will be liable to the United States for all expenses (except salary and benefits) of my assignment.

JF V

I have been informed that my assignment may be terminated at any time at the option of the Federal Government or the State or local government.

Signature

8/31/17 Date

# **COST/BENEFITS JUSTIFICATION**

# PLEASE SPECIFY THE RATIONALE FOR THE COST-SHARING DECISION BY ANSWERING THE FOLLOWING:

# 1. How does the assignment support EPA's mission, or government-wide initiatives?

The Executive Order (EO), "Strengthening the Senior Executive Service" was issued to improve the recruitment, hiring and development of member of the Federal Government's senior executive service (SES). The EO recognizes that it is in the national interest to enhance the breadth and diversity of experiences among executives. The EO provides that agencies are to consider utilizing IPA agreements with other units of government, universities, and other eligible organizations to better understand the federal government's work and those it serves. Mr. Reeder's IPA agreement is specifically designed to benefit the EPA through projects that advance environmental protection, and activities that will provide feedback/recommendations to the agency on new approaches to more efficiently and effectively serve the public.

# 2. How will the assignment strengthen relations with institutions important to the overall environmental mission and "network?"

Mr. Reeder has a strong network of external leaders in government, business, non-governmental organizations, and environment advocacy groups. The IPA agreement will serve to strengthen those relationships and will allow Mr. Reeder to build partnerships and coalitions that have a common interest in adapting to, and supporting, evolving Federal policy, and in modernizing EPA and the nation's entire environmental protection enterprise. Such engagement and feedback will enhance EPA's ability to achieve its mission and serve the nation.

# 3. List the specific products derived from this agreement that will be utilized by EPA and/or the federal government.

- \* analyses of local and regional environmental challenges that identifies opportunities for progress as the federal role in environmental protection evolves;
- \* locally focused policy research that identifies opportunities and recommends policy options for expanding the beneficial use of natural resources, including outdoor recreation, for citizens across all socio-economic strata;
- \* joint forum or other collaborative venture in partnership with nonprofit, private, and government organizations to examine the future role of the Environmental Protection Agency and opportunities for accelerating progress in environmental protection.
- 4. What are the specific factors that will be applied in evaluating the progress of this assignment and the evaluation of cost/benefits achieved?
- \* development of an action plan that is approved by the Center Director;
- \* statements of cooperation by stakeholders partnering in events/projects;
- \* for selected projects, approval of a project plan that includes milestones for accomplishments:
- \* timeliness and effectiveness in achieving the milestones identified in project plan(s);
- \* written annual progress report summarizing priority activities and accomplishments.

# Prohibition of Use of Federal Funds

31 U.S.C. § 1352. Limitation on use of appropriated funds to influence certain Federal contracting and financial transactions.

- (A) (1) None of the funds appropriated by any Act may be expended by the recipient of a Federal contract, grant, loan, or cooperative agreement to pay any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any Federal action described in paragraph (2) of this subsection.
- (2) The prohibition in paragraph (1) of this subsection applies with respect to the following Federal actions:
  - (A) The awarding of any federal contract.
  - (B) The making of any Federal grant.
  - (C) The making of any Federal Ioan.
  - (D) The entering into of any cooperative agreement.
  - (E) The extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperation agreement.

I have read the Section 1352 and agree that it applies. I agree to comply with it and recognize that any noncompliance on my part could serve as a basis for terminating the IPA assignment. In accordance with that, I have signed below to signify my agreement. I also acknowledge that I have signed voluntarily and free of any coercion or duress.

Assignee Signature

Home Organization Sinchure

RACCAMY S. SUMMAN. Idsting Organization Signature 8)25/17 Pate

# EMPLOYMENT STATUS CERTIFICATION STATEMENT

# Authorizing Official for Home Organization:

I hereby certify that <u>JOHN E REEDER</u> has permanent status pursuant to the IPA manual Chapter 1, Section 6. I further certify that he/she was not converted to a different employment authority in the past 180 days for the sole purpose of becoming an eligible participant of the IPA program Furthermore, our organization intends to return this employee to a permanent position upon completion of the IPA assignment. It is not the intent of the Program to hire the assignee to a "like" position while on temporary assignment to the Agency.

Pursuant to Chapter 1, Section 12, I further certify that all applicable Federal, State and local conflict of interest and employee conduct laws have been reviewed with this employee.

	8/23/17	
Signature/Date		Title

# Federal IPA Assignee:

Upon completion of my IPA assignment, I agree to return to my permanent position of record (or some "like" position). Should I fail to serve the required time (Chapter 2, Section 8), I have been informed that I may be liable to the federal government for all expenses incurred (excluding salary and benefits).

Signature/Date

Title

Signature/Date

Title

# Non-Federal IPA Assignce:

If I fail to complete my assignment (Chapter 2, Section 8), and/or fail to return to my previous employer for the required time, I may be liable for all expenses incurred (excluding salary and benefits).

Signature/Date	Title

# List of Officials Who Negotiated Assignment Agreement

- Mike Flynn
   Acting Deputy Assistant Administrator
   U.S. Environmental Protection Agency
   1201 Constitution Avenue, NW
   Washington, DC 20460
   202-343-9356
- 2) Daniel Fiorino American University 4400 Massachusetts Avenue, NW Washington, DC 20016 202-885-2940

#### Message

From: Allen, Reginald [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP

(FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=799C3B0558E14130B17C66B2533548BA-ALLEN, REGI]

**Sent**: 4/10/2018 9:38:01 PM

**To**: Reginald E Allen [reg@theallens.co]

Subject: IPA

Attachments: ALLEN-EPA-GMU-IPA-EPAFinal.pdf

Reginald E. Allen, SES

Senior Advisor to the Acting Deputy Administrator U.S. Environmental Protection Agency

Direct 202-564-1029

Cell

Ex. 6

#### Message

From: Allen, Reginald [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP

(FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=799C3B0558E14130B17C66B2533548BA-ALLEN, REGI]

**Sent**: 9/1/2017 1:41:30 PM

**To**: McDonald, James [McDonald.James@epa.gov]

**Subject**: FW: IPA paperwork

Attachments: image2017-08-30-105857.pdf



image2017-08-3...

## Reginald E. Allen, SES

Assistant Deputy Chief of Staff
U.S. Environmental Protection Agency
Office 202-564-0444
Direct 202-564-1029
Cell Ex. 6

EcoRights v EPA, No. 1:18-cv-00075 (D.D.C.); EPA-HQ-2018-006474

#### Message

From: Bowman, Liz [Bowman.Liz@epa.gov]

**Sent**: 4/16/2018 6:03:56 PM

To: Wilcox, Jahan [wilcox.jahan@epa.gov]; Abboud, Michael [abboud.michael@epa.gov]; Hewitt, James

[hewitt.james@epa.gov]; Konkus, John [konkus.john@epa.gov]; Block, Molly [block.molly@epa.gov]; Daniell, Kelsi

[daniell.kelsi@epa.gov]

**CC**: Jackson, Ryan [jackson.ryan@epa.gov]; Lyons, Troy [lyons.troy@epa.gov]

Subject: FW: OIG Report: "Management Alert: Salary Increases for Certain Administratively Determined Positions"

Attachments: \_epaoig\_20180416-18-N-0154\_cert.pdf

As this report is now public, please respond with the statement prepared to address the report. Thank you – Liz

From: OIG News

**Sent:** Monday, April 16, 2018 2:01 PM **To:** Pruitt, Scott < Pruitt. Scott@epa.gov>

Cc: Jackson, Ryan <jackson.ryan@epa.gov>; Darwin, Henry <darwin.henry@epa.gov>; Chmielewski, Kevin <chmielewski.kevin@epa.gov>; Greaves, Holly <greaves.holly@epa.gov>; Trent, Bobbie <Trent.Bobbie@epa.gov>; Anthony, Sherri <Anthony.Sherri@epa.gov>; Deane, Benita <Deane.Benita@epa.gov>; Osterman, Adam <Osterman.Adam@epa.gov>; Leopold, Matt <Leopold.Matt@epa.gov>; Lyons, Troy <lyons.troy@epa.gov>; Bowman, Liz <Bowman.Liz@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>; Minoli, Kevin <Minoli.Kevin@epa.gov>; Benton, Michael <br/>
Senton.michael@epa.gov>

Subject: OIG Report: "Management Alert: Salary Increases for Certain Administratively Determined Positions"

Attached is the EPA Office of Inspector General (OIG) report, *Management Alert: Salary Increases for Certain Administratively Determined Positions* (Report No. 18-N-0154). This report will be available to the public on the OIG's website at <a href="https://www.epa.gov/oig">www.epa.gov/oig</a>.



#### UNITED STATES ENVIRONMENTAL PROTECTION AGENCY WASHINGTON, D.C. 20460

THE INSPECTOR GENERAL

# April 16, 2018

# **MEMORANDUM**

Management Alert: Salary Increases for Certain Administratively Determined Positions **SUBJECT:** 

> Report No. 18-N-0154 Jethy a. Whil.

Arthur A. Elkins Jr. FROM:

TO: Scott Pruitt, Administrator

As you know, the U.S. Environmental Protection Agency Office of Inspector General (OIG) is conducting an audit of the Office of the Administrator's (present and prior administrations) use of administratively determined (AD) positions. Our objective is to determine how the agency has used its authority under the Safe Drinking Water Act to fill up to 30 AD positions. The purpose of this management alert is to notify you of certain factual information while our audit continues.

This management alert was not performed in accordance with generally accepted government auditing standards and does not present any conclusions or recommendations.

A Request for Personnel Action, Standard Form 52 (SF-52), is used to request some types of personnel action. Supervisors and managers use the SF-52 to request position actions, such as the establishment of a new position or the reclassification of an existing position and reassignment of an employee to the reclassified position. The manager who requested the action is identified by signature in Box 5, and the supervisor authorizing the action is identified by signature in Box 6. For actions requiring a position change, the details of the requested changes (such as salary) are noted in Boxes 7-14 and 15-22.

A Notification of Personnel Action, Standard Form 50 (SF-50), is written documentation of a personnel action taken affecting position or pay. All SF-50s must be supported by an accompanying SF-52. The Nature of Action, Block 5-B, indicates the action being taken. The details of any change in position title, pay plan, pay grade or total salary are identified in Blocks 7-14 and 15-22.

We examined the personnel files for certain employees who occupied AD positions. Of the files examined, we identified six employees whose files contained at least three SF-52s and the corresponding SF-50s. The attached documents (Appendices A through F) identify that for these six employees, three of the original SF-52s were signed and requested (Box 5) by the Chief of Staff (Appendices C through E) and three of the original SF-52s were signed and requested by the acting Deputy Administrator (Appendices A, B and F). The authorizations for three of these original actions were personally signed (Box 6) by the Administrator (Appendices A, B and F); the other three authorizations were signed by the Chief of Staff "for Scott Pruitt" (Appendices C through E). The remaining 12 SF-52s for these employees were signed and requested by the Chief of Staff and authorized by the Chief of Staff "for Scott Pruitt" (Appendices A through F).

1 18-N-0154

Three employees who were originally hired under Safe Drinking Water Act authority (AD positions) were converted to Schedule C<sup>1</sup> positions and then later converted back to AD positions (Appendices A through C). Five of these six actions were accompanied by salary increases, as shown in Table 1 (Employees A through C). In one case, the total salary increased \$66,244, or 67.6 percent (Employee A). In another case, the total salary increased \$48,080, or 72.3 percent (Employee B).

Table 1: Employees converted back to AD positions

		Original AD appointment	Schedule C appointment	Final AD appointment	Total increase	
	Date	3/8/2017	7/9/2017	4/1/2018		
Employee A	Salary	\$97,956	\$107,435	\$164,200	67.6%	
	Increase		9.7%	52.8%		
Employee B	Date	3/13/2017	7/9/2017	4/1/2018		
	Salary	\$66,510	\$86,460	\$114,590	72.3%	
	Increase		30.0%	32.5%		
	Date	5/7/2017	7/16/2017	2/18/2018		
Employee C	Salary	\$44,941	\$44,941	\$56,233	25.1%	
	Increase		0.0%	25.1%		

Source: OIG tabulation of agency SF-50 information.

The other three employees were converted from AD positions to Schedule C and then noncareer Senior Executive Service (SES) positions (Appendices D through F). None of the three included raises when converting from AD positions to Schedule C positions. However, all included raises when converting to noncareer SES positions (Appendices D through F). In one case, the conversion from Schedule C to noncareer SES 3 months later included an increase in salary of \$31,208, or 23.9 percent (Employee D). In another case, the conversion from Schedule C to noncareer SES 2 months later included an increase in salary of \$24,245, or 20.9 percent (Employee E). The conversion from Schedule C to noncareer SES for the remaining employee included a salary increase of \$2,363, or 1.6 percent (Employee F). Details are in Table 2.

Table 2: Employees converted from AD positions to Schedule C and noncareer SES positions

		Original AD appointment	Schedule C appointment	Noncareer SES appointment	Total increase
	Date	3/26/2017	5/14/2017	8/13/2017	
Employee D	Salary	\$130,692	\$130,692	\$161,900	23.9%
	Increase		0.0%	23.9%	
	Date	4/23/2017	5/14/2017	7/16/2017	
Employee E	Salary	\$115,755	\$115,755	\$140,000	20.9%
	Increase		0.0%	20.9%	
	Date	3/26/2017	5/14/2017	7/16/2017	
Employee F	Salary	\$149,337	\$149,337	\$151,700	1.6%
	Increase		0.0%	1.6%	

Source: OIG tabulation of agency SF-50 information.

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<sup>&</sup>lt;sup>1</sup> Appointments are noncompetitive and involve determining policy or require a close, confidential working relationship with the agency head or other key appointed officials. Schedule C appointees serve at the pleasure of the agency head.

We requested from the agency any documentation indicating modifications to the salary of any of the employees subsequent to the personnel actions noted above. As of report issuance, the agency was unable to provide us with complete information or confirmation of any modifications.

In addition to the information above, we have currently identified one other employee with personnel actions documenting direct involvement by the Administrator. Table 3 provides details on an employee who started with the agency in an AD position and 6 months later had their title changed with a 26.7 percent pay increase while staying in an AD position. Both SF-52s were authorized by the personal signature of the Administrator.

Table 3: Employee job title conversion within AD position

Employee G							
Action	AD appointment	AD appointment					
Date	3/13/2017	9/03/2017					
Salary	\$79,720	\$100,981					
Increase		26.7%					

Source: OIG tabulation of agency SF-50 information.

## **Agency Response and OIG Evaluation**

We issued a draft report on April 11, 2018. The agency provided the following response on April 15, 2018:

These salary determinations for appointees were made by the Agency chief of staff, White House liaison, and Agency human resources staff based on previous salary history and increases in salary were made due to either new and additional responsibilities or promotions. The salaries involved were meant to correspond directly with the responsibilities the individual held and to attempt to ensure no salary disparities among positions of equivalent or similar responsibilities with other political appointees as much as possible. As employees continue to work in the agency reaching milestones like one year of employment and/or continue to take on new responsibilities, we will further evaluate their salaries to ensure the employees compensation is commensurate with their seniority and work.

The purpose of our management alert is to provide certain factual information. The OIG did not evaluate the agency's response. We are continuing our audit of the Office of the Administrator's (present and prior administrations) use of AD positions.

Please send all inquiries to our public affairs office at (202) 566-2391 or visit www.epa.gov/oig.

#### Attachments

cc: Donna Vizian, Principal Deputy Assistant Administrator for Administration and Resources Management

Ryan Jackson, Chief of Staff, Office of the Administrator

Matthew Leopold, General Counsel

Kevin Minoli, Deputy General Counsel

Troy Lyons, Associate Administrator for Congressional and Intergovernmental Relations

18-N-0154 3

# Appendix A: Employee A

# NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle)			2. Soci	2. Social Security Number 3. Date of Birth								
				03/08/2017								
FIRST ACTIO	00000000				SECO	ND ACT	0000000000000					
5-A. Code 170	5-B. Nature of Action EXC APPT			6-A. Coc	6-A. Code 6-B. Nature of Action							
5-C. Code 5-D. Legal Authority ZLM P. L. 95-190			6-C. Cec	le	6-D.	Legal Authority						
5-E. Code	5-F. Legal Authority				6-Е. Сос	le	6-F. I	Legal Authority				
7. FROM: Position T	itle and Number	***************************************	***************************************		15. TO: 1	Position Title	and Nur	nber	***************************************		***************************************	000000000000000000000000000000000000000
8. Pay Plan 9. Occ. Code	10. Grade or Level 11.	Step or Rate 12.	Total Salary	13. Pay Basis	16. Pay Pi AD	ав 17. Осс. С 0301	ode 1	8. Grade or Level	19.Step or Rat	e 20. Total Sala 97956	ry/Award	21. Pay Basis PA
12A. Basic Pay	12B. Locality Adj.	12C. Adj. Basi	ic Pay	12D. Other Pay	20A. Basic	-		0B. Locality Adj.	20C. Adj. 97956		20D. Other	Pay
14. Name and Location	on of Position's Organ	ization			22. Name	and Location	of Posi	tion's Organizat				
					OFFIC	E OF THE A	DMIN	ISTRATOR				
					WASHI	NGTON,DO	3					
EMPLOYEE I	)ATA				<b>I</b>							
23. Veterans Preferer	000000000000000000000000000000000000000	5 10	-Point/Other		24. Tenu	re ] θ – None	2 – Cone		ency Use	26. Veterans	Preferenc	e for RIF
1 2 - 5-Point	4 - 10-Point/Compensabl	le 6 – 10	-Point/Compensable	30%	3	1 - Permanent	3 – Inde			YES	X N	Ю
27. FEGLI					28. Annuitant Indicator 29. NOT APPLICABLE 0 29. Pay Rate Determinant 0					ant		
30. Retirement Plan				mp. Date (Leave)	32. Work Schedule 33. Part-Time Hours Pe					'er		
FERS-FRA			03/08/2017		F	F FULL-TIME Pay Period						
34. Position Occupie	0000000000000000		35. FLSA Cat	00000	36 Anne	opriation Cod				37 Rargaini	na Unit St	
2 1 - Competitive So	ervice 3 - SES General	rved	<b>18</b> .⊤ E J	Exempt Nonexempt	36. Appropriation Code 37. Bargaining Unit Status 8888					, cus		
38. Duty Station Cod 11-0010-001	e		-	on (City – County CON,DISTRICT			ation)					
40. Agency Data FUNC CLS 00	41. VET STAT X	42. EDU	C LVL	43. SUPV ST	'AT 8	44. POSI	TION	SENSITIVIT	Y MODER	ATE RISK		***************************************
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	TMENT DOES NO				E NONC	OMPETI TI	VELY	•				
46. Employing Depar	tment or Agency				50. Sign	nature/Authen	tication	and Title of Ap	proving Offic	cial		
EP - ENVIRONN	IENTAL PROTEC	TIO			170593	962 / ELEC	TRON	ICALLY SIG	NED BY:			
47. Agency Code	48. Personnel Office I	D	49. Approval	Date		NNE L. ROI						
EP00	3216		03/08/2017		ACTG	DIR, EXEC	RESC	DURCES DIV.	OHR			

5-Part 50-316

2 - OPF Copy - Long-Term Record - DO NOT DESTROY

Editions Prior to 7/91 Are Not Usable After 6/30/93 NSN 7540-01-333-6238



John E Reeder

SF \$2 (E"Forms 4.4) Raw. 7/91 U.S. Office of Personnel Management FPM Supp. 298-33, Subch. 3

SRO Approval

# REQUEST FOR PERSONNEL ACTION

1. Actions	Requeste	d Ad	ministrativel	y Determi	ned Appointme	ent				2. Rec	ioest Numl IO-2017-	
3. For Add	itional Inf	ormation Call	(Name and Tele)	ohone Kumbe //	r)		Local Trai	cking No:		4. Pro	posed Effe 03/06/2	
	•	By (Typed New ting Belefity)		Egr.	200 1	/	Authorized I Pruitt / Ad	ininistr <b>k</b> or		A C	<b>造</b>	
1. Name						2. Social S	ecurity Nur	mber 3. D.	ate of Birth	4.52	ctive Date -08-/	2
5-A. Code 170	涉	ture of Action	oot.			6-A. Code	6-B. Natu	ire of Action				
2000°	P. L.	<sup>26</sup> 45-191	)			6-C. Code		al Authority				
5-E. Code	5-F. Le	gal Authority				6-E. Code	6-F. Lega	il Authority				
7. FROM: I	Position 1	Title and Numbe				15. TO: P	ceition Title	and Numbe				
8. Pay Plan	l. Occ. Code	IC. Grede or Levi	t 1.Step or Rate	12. Yotei Salary	13, Pay 8.	AD	17. Occ. Code 0301	18. Grade or Le 00	rel 19. Step or Parks 00	20. Your Se \$97,	956.00	21. Pay Basis PA
12A. Basic Pay	**************************************	126. Locelley Adj.	12C. Abj. B	ssic Pay	12D, Other Pay	20A. Besic Pa	, K	38. Locelity Adj.	20C. Adj.	Basic Pey	200. Othe	r Pay
	,	of Position's Orga	nization			A00000 Immedii Washin	ed Location of 00 - USEP/ eta Offica orton, DC 20		e Administrat			
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	1-001	) ; 001			uty Station /ashington, DC	20460	1					
40. Agency E		<b>41</b> .	<b>42</b> .		<b>43</b> .	·····	44.					
45. Education	au Level		e Attained 47.		CONCOR HE. FURK	tional Class	49. Chtzeni 7 1 - US	anip SA 8-Other	50. Veiterans :	Status D	Supervisor	A 2mma
1. Office	/Function		n <b>itiele/Sig</b> natu	re	Dete	Office/	Function		Initials/Signa	ture		Dete
۸. کار	37)	K.	$\leftarrow$			P-54	<b>W</b> —	Gur	Hay	Kley	03	3-08-17
B. 7	212	<b>19</b>			<u> 3 7 1</u>	7   E.   F.						
2. Approval:		I the information e compliance with a				Signature			riches	**************************************	<u>^</u>	rovel Date
CONTINUE	D ON NE	XT PAGE					==7/4		Egilon	a Prior to 7/191	Are Not Used NSN 75	6 An 6/30/93 (0-01-333-6239

		additional or conflicting reasons for the en ate these facts on a separata sheet and a		YES	NO
, OGE	450 Not Required				
OÂE	450 Required				
Signe	•	, DEO	t.	•	
	W w				
		Take the second	Mala, es a se	************	Company of the second
forwarding address re-employment in unemployment co- you copies of any entitled.  This information is	s. Your reason may be controlled the Federal service and management and the reason of the Federal service and the reason of the Federal services and the requested under authority	Freecy Ad a for your resignation or retirement and a sldered in any future decision regarding your y also be used to determine your eligibility for forwarding address will be used primarily to mail or any pay or compensation to which you are of sections 301, 3301, and 8508 of title 5, U.S. I and agencies to issue regulations	xt Statement with regard to employment of individual section 8508 requires agencies to fuservice to the Secretary of Labor or unemployment compensation programment of this information is your not receiving: (1) your copies or compensation due you; and (3) any may be entitled.	urnish the specific reason for ter a Stata agency in connection warns. voluntary; however, failure to profit those documents you should the	mination of Federal ith administration of ovide it may result in nave; (2) pay or other
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generalizatio  P.M.  M0: M3: M4: M4: K18	13. Your Signature  L: Appointment Afford Previous Retirem  5: Employee is auto  6: Employee positio	irement is effective at the end of the day	5. Forwarding Address (Nu	erwise.)	

# NOTIFICATION OF PERSONNEL ACTION

1. Name (	Last, First,	Middle)				2. Soci	al Security N	umber	3. Date of	Birth		4. Effective	Date	
												07/09/2	2017	
FIRST	ACTIO	N				SECO	ND ACT	ION	1					
5-A. Co 570	de	5-B. Nature of Action				6-A. Coo	le	6-B. Na	ature of Act	ion				
5-C. Co Y7M		5-D. Legal Authority SCH C, 213.33SC		21 AGE		6-C. Coo	6-C. Code 6-D. Legal Authority							
5-E. Co	de	5–F. Legal Authority				6-E. Coc	le	6-F. L	egal Author	rity				
7. FROM	: Position T	itle and Number			000000000000000000000000000000000000000	15. TO: 1	Position Title	and Num	ıber				000000000000000000000000000000000000000	000000000000000000000000000000000000000
8. Pay Plan	9. Occ. Code	10. Grade or Level 11	. Step or Rate 1	2. Total Salary	13. Pay Basis	16. Pay Pl	an 17. Occ. (	Code 18.	. Grade or Le	vel 19.Ste	ep or Rate	e 20. Total Sal	ary/Award	21. Pay Basis
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EMPL	OYEE I	DATA				<b>1</b>								
23. Vetera	ıns Preferer		5 – 1	0-Point/Other		24. Tenu	re   0 - None	2 – Condi		Agency	Use	26. Veteran	s Prefere	nce for RIF
1	1 - None 2 - 5-Point	3 – 10–Point/Disability 4 – 10–Point/Compensal		0-Point/Compensab	le/30%	3	1 - Permanent	3 - Indefi				YES	X	NO
27. FEGL	I					28. Annu	itant Indicate NOT APP		Æ			29. Pay Rat	e Determ	inant
30. Retire	ment Plan			31. Service C	Comp. Date (Leave)	-						33. Part-Ti	me Hour	s Per
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	on Occupie			35. FLSA Ca	ıtegory	36. Appr	opriation Coc	ie				37. Bargain	ing Unit	Status
	- Competitive Se - Excepted Serv		erved		- Exempt - Nonexempt							8888		
38. Duty :	Station Cod -001	e		1	tion (City – County TON,DISTRICT			cation)						
40. Agenc		41. VET STAT X	42. ED	JC LVL	43. SUPV ST	'AT Q	44. POS	ITION S	SENSITIV	ITV HI	CHRI	SK		
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45 Rema	rks TABLE	MILITARY SEF	VICE: N	ONE										
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46. Emplo	ying Depar	tment or Agency				50. Sign	nature/Auther	ntication :	and Title of	Approvi	ing Offic	cial		
1		IENTAL PROTEC	стю				831 / ELEC				-			
47. Agenc	y Code	48. Personnel Office	ID	49. Approva	ıl Date	BENJA	AMIN H. PF	EABODY	Y					
EP00		3216		07/12/201	7	ACTG	DIR, EXEC	RESO	URCES D	іу, он	R			



SF 52 (E Forms 4.4) **SRO Approval** Ren. 7/91 U.S. Office of Personnel Management FPM Supp. 295-33, Subch. 3 John E Reeder REQUEST FOR PERSONNEL ACTION 1. Actions Requested Conversion to Schedule C Appt. 2. Request Number IO-2017-111 3. For Additional Information Call/ Local Tracking No: ind Telephone Number) 4. Proposed Effective Date 5. Action Requested By /Typed Name and Reducet Date Action Authorized By (Typed Na Ryan T. Jackson Chief of Staff E. Scott Pruitt / Administrated 1. Name 2. Social Security Number 3. Sate distint 4. Effective Date 6-B. Nature of Action 6-A. Code 6-C. Code 6-D. Legal Authority engu-l 6-E. Code 6-F. Legal Authority 7. FROM: Position Title and Number 15. TO: Position Title and Number 8. Pay Plan k Opc. Code 10. Grade or Level 11. Step or 12. Total Salary 13. Pay Basis H7. Occ. Code 20. Total SalanviAward 21. Pay Basis 18. Grade or Level119. Step or 16. Pay Plan \$107,435.00 ďA · GS 0301 13 - 05 PA OZWI 00 CO 128. Locality Adi. 12C. Adl. Besk: Pev 12D. Other Pey XXA. Bask: Per 206. Locetty Adj. 20C. Adj. Besk: Pay 200. Other Pey 14. Name and Location of Position's Organization 22. Name and Location of Position's Organization A0000000 - USEPA, Office of the Administrator Immediate Office Washington, DC 20460 23. Veternna Preference 24. Tenure 26. Veterana Preference 25. Agency Use 1 - None 3 - 10-Point/Disability 5 - 10-Point/Other 2 - Conditional YES | NO AIF 27. FEGLI 28. Annuitant Indicator 29. Pey Rete Determinant 30. Retirement Plan 32. Work Schedule 33. Part Time Hours Per 31. Service Comp. Date **Shroo**kly (Leave) Pay Pariod 34. Position Occupied 35. FLSA Category 36. Appropriation Code 37. Bargeining Unit Status 1 - Competitive Service 3 - SES General 17/18 B 11A ZZZME8 38. Duty Station Code 39. Duty Station 11.0010-001 Washington, DC 20460 41. 40. Agency Date 47 43. 45. Educational Level 46. Year Degree Attained | 47. Academic Discipline 48. Functional Class 49. Citizenship 50. Veterans Status 51. Supervisory Status 1 - USA - 8 - Othe 1. Office/Function Initiale/Signature Office/Function Inhlele/Skineture Date Date 07-11-1 8. E. C. F. 2. Approval: I certify that the information entered on this form is accurate and that the Signature Approval Date proposed action is in compliance with statutory and requisitory requirements. 07-11-1 sons Prior to 7/91. Are Not Useble After 6/30/93 NSN 7540-01-333-8239 CONTINUED ON NEXT PAGE

No Supervisions: Do you know of additional or conflicting reasons for the employee's resignation/retirement?  If "YES", please state these facts on a separate sheet and attach to SF 52.)  OGE 450 Not Required  OGE 450 Required  Signed:  DEO  Privacy Act Statement  Privacy Ac		reserve for the am	nineas's residential-r	etirament?		
Signed:	ii 1E3 , piesase state triese lacts of a sep			dienient.	YES NO	
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ART E - Employee Resignation/Retirement  Privacy Act Statement  with regard to employment of individuals in the Federal service and their records, while section 80% requires apencies to turnish the specific reason for your resignation or retirement and a setting address. Your reason may be considered in any future decision regarding your employment compensation benefits. Your forwarding address will be used primarily to melt begins of any documents you should have or any pay or compensation to which you are set.  Information is requested under authority of sections 301, and 8506 of title 5, U.S.  Sections 301 and 3301 authoritze OPM and agencies to issue regulations  Privacy Act Statement  with regard to employment of individuals in the Federal service and their records, while sections 80% requires apencies to turnish the specific reason for termination of Federal service to the Secretive 1 above 1 above 1 and				?		
ART E - Employee Resignation/Retirement  Privacy Act Statement  with regard to employment of individuals in the Federal service and their records, while section 850s requires agencies to furnish the specific reason for technical or federal service and may also be used to determine your eligibility for imployment compensation benefits. Your forwarding address will be used primarily to mail copies of any documents you should have or any per or compensation to which you are set.  Information is requested under authority of sections 301, 3301, and 8506 of title 5, U.S.  Sections 301 and 3301 authorize OPM and agencies to issue regulations  Privacy Act Statement  with regard to employment of individuals in the Federal service and the precions, while sections 5060s requires agencies to furnish the specific reason for technical or individuals in the Federal service and their records, while sections 506 requires agencies to furnish the specific reason for technical or individuals in the Federal service and their records, while sections 506 requires agencies to furnish the specific reason for technical or individuals in the Federal service and the information of Federal service or the service or the service to the source of the individuals in the Federal service and their records, while sections 506 requires agencies to furnish the specific reason for technical or internation or compensation programs.  The furnishing of this information is voluntary, however, failure to provide it may result our not neceiving (19) your copies of those documents you about here; (2) per your not neceiving (19) your copies of those documents you should here; (2) per your not neceiving (19) your copies of those documents you should here; (2) per your not neceiving (19) your copies of those documents you should here; (2) per your not neceive the second of the your not neceive the second of the your not neceive the you	•					
are requested to furnish a specific reason for your resignation or retirement and a setting address. Your reason may be considered in any future decision regarding your reployment in the Federal service and may also be used to determine your eligibility for meloyment of months and properties of any documents you should have or any pay or compensation benefits. Your forwarding address will be used primarily to mell capies of any documents you should have or any pay or compensation to which you are interested under authority of sections 301, 3301, and 8506 of title 5, U.S.  Be Sections 301 and 3301 authorize OPM and agencies to issue regulations  The furnishing of his information is voluntary, however, failure to provide it may result your not receiving: (1) your copies of those documents you should have; (2) pay or oil compensation of the you, and (3) any unemployment compensation benefits to which you not receiving: (1) your copies of those documents you should have; (2) pay or oil compensation and use you, and (3) any unemployment compensation benefits to which you not receiving: (1) your copies of those documents you should have; (2) pay or oil compensation due you, and (3) any unemployment compensation benefits to which you not receiving: (1) your copies of those documents you should have; (2) pay or oil compensation of the your not receiving: (1) your copies of those documents you should have; (2) pay or oil compensation due you, and (3) any unemployment compensation benefits to which you not receiving: (1) your copies of those documents you should have; (2) pay or oil compensation due you, and (3) any unemployment compensation benefits to which you not receiving: (1) your copies of those documents you should have; (2) pay or oil compensation for the pay of the your not receiving: (1) your copies of those documents you should have; (2) pay or oil compensation for the pay of the your not receiving: (3) your copies of those documents you should have; (2) pay or oil compensation for the pay of the your notific	Signed:, DEO			•		
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making address. Your reason may be considered in any future decision regarding your miployment in the Federal service and may also be used to determine your eligibility for miployment to members and the Federal service of the Scoretary of Labor or a State agency in connection with administration copies of any-documents you should have or any pay or compensation to which you are set.  The furnishing of this information is voluntary, however, failure to provide it may result your not receiving; (1) your copies of those documents you should have. (2) pay or of the compensation and 3301 authorize OPM and agencies to issue regulations.  Sections 301 and 3301 authorize OPM and agencies to issue regulations.  Your resignation/Retirement (NOTE: Your reasons are used in determining possible unemployment benefits. Please be specific and avoid peneralizations. Your resignation/retirement is effective at the end of the day - midnight - unless you specify otherwise.)  Iffective Date 3. Your Signature 4. Date Signed 5. Forwarding Address (Number, Street, City, State, ZIP Code)	at 1 C Culticate designations areamount	Privacy Act	Statement			
The furnishing of this information is voluntary, however, failure to provide it may result your not receiving: (1) your copies of those documents you should have; (2) pay or oit compensation due you; and (3) any unemployment compensation benefits to which you not receive the end of the day - midnight - unless you specify otherwise.)  The furnishing of this information is voluntary, however, failure to provide it may result your not receiving: (1) your copies of those documents you should have; (2) pay or oit compensation due you; and (3) any unemployment compensation benefits to which you are pleased by the entitled.  The furnishing of this information is voluntary, however, failure to provide it may result your not receiving: (1) your copies of those documents you should have; (2) pay or oit compensation due you; and (3) any unemployment compensation benefits to which you are pleased by the entitled.  The furnishing of this information is voluntary, however, failure to provide it may result your not receiving: (1) your copies of those documents you should have; (2) pay or oit compensation due you; and (3) any unemployment compensation benefits. The furnishing of this information is voluntary, however, failure to provide it may result your not receiving: (1) your copies of those documents you should have; (2) pay or oit compensation due you; and (3) any unemployment compensation benefits. The furnishing of this information is voluntary, for example, and (3) any unemployment compensation benefits to which you are pleased by the furnishing of this information is voluntary. The fur	siding address. Your reason may be considered in any future decision reployment in the Federal service and may also be used to determine reployment compensation benefits. Your forwarding address will be u	on regarding your s your eligibility for used primarily to mail	section 8506 requires a service to the Secretary	gencies to furnish the specif of Labor or a State agency	c reason for termination of	'Federa
flective Date  3. Your Signature  4. Date Signed  5. Forwarding Address (Number, Street, City, State, ZIP Code)	ed.  Information is requested under authority of sections 301, 3301, and 6	8506 of title 5, U.S.	your not receiving: (1) your compensation due you;	our copies of those docume:	tis vou should have: (2) ne	v or oth
	easons for Resignation/Retirement (NOTE: Your reasons a eneralizations. Your resignation/retirement is effective at the	re used in determine ne end of the day -	ning possible unemplo midnight - unless you	rment benefits. Please I specify otherwise.)	e specific and avoid	*.
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	fective Date 3. Your Signature	4. Date Signed	5. Forwarding Ad-	dress (Number, Street,	Citv. State. ZIP Code)	-
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Wasting C Hole Canana & Marsayla and Mathematical Children	39 - Creditable Military S	adria 1 dd	Parling a la . / lah	v FERS. Testing.		
40- Previous Refirement Coverage: <u>Alwinsly Covered</u> 145. Employee is automatically covered under FERS. 22- This position is designated for Drug Texting.	39 - Creditable Military S	adria 1 dd	Parling a la . / lah	wed V FERS. Terting.		
Wasting C lodge to many Associated Assistant Strategic Charles	39 - Creditable Military S	adria 1 dd	Parling a la . / lah	wed V FERS. Testing.		
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# NOTIFICATION OF PERSONNEL ACTION

1. Name (l	Last, First,	Middle)	20000000000000000000000000000000000000	000000000000000000000000000000000000000	10000000000000000000000000000000000000	2. Soci	al Security N	umber	3. Date of Birth		4. Effective 04/01/2		000000000000000000000000000000000000000	
FIDST	ACTIO	N				SECO	ND ACT	ION						
		5-B. Nature of Action				6-A. Coo			ature of Action					
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5-C. Coo ZLM		5-D. Legal Authority P.L. 95-190				6-C. Coo	de	6-D. I	egal Authority	uthority				
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5-Part 50-316

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Editions Prior to 7/91 Are Not Usable After 6/30/93 NSN 7540-01-333-6238

Augmented Standard Ports 11 U.S. Office of Personnel Museupomero PPM Surg. 296-31, Substa 3

# REQUEST FOR PERSONNEL ACTION

PART A - Requesting Office (Also complet 1, Action Requested	e Pari B, Hens 1, 7-22, :	[2	. Request Number AO-2018-015
AD Appointment  3. For Additional Information Call (Name and Telephone)	e Number)		Proposed Effective Date ASAP
5. Action Requested by (Typed Name, Tyle, Signature, Ryan T. Jackson, Chief of Slav  PART B - For Preparation of SF 50 (Use of Name Tast Flat Mullis)	3/9/18		re, and Concurrence Date 3   18   18
FIRST ACTION 5-A, Code 5-B. Nature of Action		SECOND ACTION 6-A. Code 6-B. Neture of Action	
5-C. Code 5-D. Legal Authority  5-E. Code 5-F. Legal Authority		6-C. Code 6-D. Legal Authority  6-E. Code 6F. Legal Authority	
7. FROM: Position Title and Number		15, TO: Position Title and Number	
	<u> </u>	10 For Phile 12 Cox Code 19 Conductations 19 September AD 301 00  20 All Decision of Position's Organization A00000000 - Environmental Protection Age Office of the Administrator, Immediate Offi	ency ice
### EMPLOYEE DATA  23. Vaterans Preference    1 - None	5 ~ 10-Point/Other	24. Tenure 25. Agency University 25. Agency	
30. Retirement Plan 3	l Service Comp Date (Lenve)	32. Work Schedule	33. Part-Time Hours Per Biseckly Pac Parket
1 - Competitive Service 3 - SES General 2 - Excepted Service 4 - SES Concer Reserved 38: Duty Station Code	5. FLSA Category  E - Exemps 8. Noncomps 9. Disty Station (City - County -	36. Appropriation Code  18/19 B 11A 000ME8  State or Overseas Location)	37. Bargaining Unit Status
	Vashington, DC 2 43.	44.	
PART C - Reviews and Approvals (Not to 1, Office/Function A.	be used by requesting o	1-USA 8-OTHER	gaature Date
€.		F.	
<ol> <li>Approval: I certify that the information entered on the proposed action is in compliance with statutory a</li> </ol>	ins form is accurate and that ad regulatory requirements	Signature	Approval Date

## 14 POINTS MEMO: Personnel Change Approval Request

#### AGENCY: EPA

# APPOINTEE INFORMATION

- NAME:
- WORK PHONE:
- WORK EMAIL: @epa.gov
- PLACE OF BIRTH:

#### Resume Attached

## **CURRENT POSITION**

- APPT TYPE (Schedule C, NC-SES, XS, AD): Schedule C 13/5
- OFFICE: AO
- SUBOFFICE: IO
- POSITION TITLE:
- Is position being backfilled (Y/N/TBD): N

### PROPOSED NEW POSITION

- APPT TYPE (Schedule C, NC-SES, XS, AD): AD 15/10
- OFFICE: AO
- SUBOFFICE: IO
- POSITION TITLE:
- JOB DESCRIPTION: PDF attached

80-3018-015



MEMORANDUM

# UNITED STATES ENVIRONMENTAL PROTECTION AGENCY

WASHINGTON, D.C. 20460

OFFICE OF THE ADMINISTRATOR

SUBJECT:	Salary Justification for
FROM:	Ryan Jackson, Chief of Staff
TO:	Donna Vizian, Acting Assistant Administrator
	Office of Administration and Resources Management
since beg	will serve as a salary justification for a salary equivalent to a Grade 15. Step 10 in the D.C. region.  has shown to have knowledge of broad-ranging policies and leaderships skills can, Based on the reason's listed above, I believe that will have an ositive impact on one of the agency's most important office's and that compensation value to the agency.



# UNITED STATES ENVIRONMENTAL PROTECTION AGENCY WASHINGTON, D.C. 20460

THE ADMINISTRATOR

# MEMORANDUM FOR THE RECORD

SUBJECT: Appointment of Personnel to Position Under the Authority of P.L. 95-190

ruisualii io ille autiiolity	vested in the under P.L. 95-190, I hereby authorize the
appointment of	to serve as
will be compensated	at the rate of \$164, 200 per annum.
	E. Scott Pruitt Administrator

Appendix B: Employee B

Seasdard Form S8 Rev. 701 U.S. Office of Personnel Management FPM Supp. 296–33, Subch. 4

# NOTIFICATION OF PERSONNEL ACTION

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2 - OPF Copy - Long-Term Record - DO NOT DESTROY

Editions Prior to 7.01. Are Not Coulde After 6/30/93 NSN 7840-01-323-6238



SF 52 (E\*Form# 4.4) SRO Approval Rev. 7/91 U.S. Office of Personnel Management FPM Supp. 205-33, Subch. 3 John E Reeder REQUEST FOR PERSONNEL ACTION 1. Actions Requested Administratively Determined Appointment 2. Request Number 10-2017-056 3. For Additional Information Call (Name and Telephong Number) Local Tracking No: 4. Proposed Effective Date 03/05/2017 5. Action Requested By (7)pa 6. Action Authorized By ///pad igani karangan dan k E. Scott Pruitt / Administrator Michael Flyan Acting Depuit 1. Name 2. Social Security Number 3. Date of Birth 4. Effective Date 03-13-19 5-A. Code Nature of Action 6-A. Code | 6-B. Nature of Action 6-C. Code | 6-D. Legal Authority 5-F. Legal Authority 6-E. Code 6-F. Legal Authority 7. FROM: Poeltion Title and Number 15. TO: Position Title and Number S. Occ. Code 10. Grade or Level 11. Step or 2 Total Salary 13. Pay Back 16. Pay Plan 17. Occ. Code 21 Per Book 18 66 AD 0301 00 00 PA SID 12A. Basic Pay MA. Besk: Per 12B. Locelity Adj. 120. Other Pay 20C Adj Rasic Pay 12C. Adi. Besic Pev 208. Locality Adj. 22. Name and Location of Position's Organization
A0000000 - USEPA, Office of the Administrator 14. Name and Location of Position's Organization Immediate Office Washington, DC 20460 23. Veterara Preference 25. Agency Use Point 3 - 10-Print/Disputity 5 - 10-Point/Other 8 - 10-Point/Other O - None 2 - Conditional YES X NO RIF 27. FEGL 28. Annuitaint Indicator 29. Pay Rate Determinant A 32. Mark Schedule 33. Parl Time Hours Per 31. Service Comp. Dete 35. FISA Cetegory 36. Appropriation Code 17/18 B-11A ZZZME8 1-0010-001 39. Duty Station Washington, DC 20460 40. Agency Date 42 43. Level W7. Academic Discipline 50. Veterans Status 46 Year Decree Atterned 48, Functional Class 49. Citizenship 51. Supervisory Status 1 - USA 8 - Other 1. Office/Function Initials/Signature Initials/Signature Date Office/Function Date 08.06.1 Ë. Approval: | certify that the information entered on this form is accurate and that the Approval Date 03-06-17 Signature proposed action is in compliance with statutory and regulatory requirements. CONTINUED ON NEXT PAGE

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unemployment compe	ensation benefits. Your forwarding add uments you should have or any pay or	ress will be used primarily to mail	unemployment compensation programs.	
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This information is req Code. Sections 301 s	prested under authority of sections 301 and 3301 authorize OPM and agencies	, 3301, and 8506 of title 5, U.S. to issue regulations	compensation due you; and (3) any unemployments be entitled.	ant compensation benefits to which you
1 Reasons for Res	ionation/Retirement (NOTE: You	r masons are used in determin	ning possible unemployment benefits. Plea	es he anarific and sunid
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Standard Form 58 Rev. 791 U.S. Office of Personnel Management FPM Supp. 295–33, Subch. 4

# NOTIFICATION OF PERSONNEL ACTION

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SF 52 (E\*Forms 4.4) SRO Approval Rev. 7/91 U.S. Office of Personnel Management John E Reeder REQUEST FOR PERSONNEL ACTION FPM Supp. 296-33, Subch. 3 **以外的**的。 (Also complete Part B., Items 1, 7-22, 32, 33, 36 and 39.) 2. Request Number 1. Actions Requested Conversion to Schedule C. Appt. 10-2017-109 4. Proposed Effective Date 3. For Additional Information Call Alemp and Telephone Number) Local Tracking Xo: 5. Action Requested By (1)ped Name, 6. Action Authorized By E. Scott Pruitt / Administrate Ryan T. Jackson Chief of Staff only codes in FPM Supplement 292-1. Show all dates in modifi ective Date 1. Name 2. Social Security Number SECOND ACTION 5B. Nature of Action
ON TO EX 6-A. Code | 6-B. Nature of Action 70 6-C. Code | 6-D. Legal Authority 6-E. Code 6-F, Legal Authority E. Code 0110511 15. TO: Position Title and Number 7. FROM: Position Title and Number 20 Total Salary/Aword 21 Pay Basis 18. Grade or Level 19. Step or 8. Pay Plan Occ. Code 13. Pay Basis 16. Pay Plan 17. Occ. Code IC. Grade or Level 11. Step o 2. Total Salsn \$66,510.00 GS 0301 11 10 \$86,460.00 PA 0301 00 00 AD 20C. Adj. Basic Pay 200 Other Pay 12A. Basic Pay 128. Locality Adj. 12C. Adj. Basic Pay 12D. Other Pay 20A, Basic Pay 208. Locality Adj. 2. Name and Location of Position's Organization 14. Name and Location of Position's Organization A0000000 - USEPA, Office of the Administrator A0000000 - USEPA, Office of the Administrator Immediate Office Immediate Office Washington, DC 20460 Washington, DC 20460 26. Veterans Preference 24. Tenure 25. Agency Use 2 - Conditional YES MAR FIF 3 - 10-Point/Disability 0 - None 5 - 10-Point/Other 6 - 10-Point/Como 28. Annuitant Indicator 29. Pay Rate 27. FEGU Determinant 33. Part Time Hours Per 32. Work Schedule 30. Retirement Plan 31. Service Comp. Date Siweekly (esses) Pay Period 87. Bargaining Unit Status 34. Position Occupied
1 - Competitive Service 35. FLSA Category 36. Appropriation Code 3 - SES General 8५% 17/18 B 11A ZZZME8 38. Duty Station Code 39. Duty Station 11-0010-00 Washington, DC 20460 41 42. 40. Agency Data 43. 50. Veterans Status 51. Supervisory Status 49. Citizenship 45. Educational Level 46. Year Degree Attained 47. Academic Discipline 48. Functional Class t - USA 8 - Othe (Not to be used by requesting office.) Initials/Signature Office/Function **Date** 1. Office/Function Initials/Signature Date 07-13-A. €. 8. ¢ C. Approval Date 2. Approval: I certify that the information entered on this form is accurate and that the Signature 07-13 proposed action is in compliance with statutory and regulatory requirements. CONTINUED ON NEXT PAGE NSN 7540-01-333-6239

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(Nate to Supervisi	ors. Do you know of ed	ditional or conflicting r	easons for the emp	loyee's resignation/retireme	mi? ☐ YES	No
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Signed:		, DEO				
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	currents you should have o			The furnishing of this informati	on is voluntary, however, failun	
This information is re Code. Sections 301	duested under authority of and 3301 authorize OPM s	sections 301, 3301, and i nd agencies to issue regi	8506 of title 5, U.S. ulations		pies of those documents you st any unemployment compens:	
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generalizations	. Your resignation/retin	ement is effective at ti	ne end of the day - I	nidnight - unless you specif	y otherwise.)	
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Standard Form 58 Rev. 791 U.S. Office of Personnel Management FPM Supp. 296–33, Subch. 4

# NOTIFICATION OF PERSONNEL ACTION

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45.850714 BLE MILITARY SERVICE: NONE PREVIOUS RETIREMENT COVERAGE: PREVIOUSLY COVERED EMPLOYEE IS AUTOMATICALLY COVERED UNDER FERS, PERS-RAE OR FERS-FRAE. THIS POSITION IS DESIGNATED FOR DRUG TESTING 5 NATIONAL SECURITY 5CFR 732.102 APPOINTMENT IS INDEPINITE. OPF MAINTAINED BY US EPA, HRMD, MD-C639-02, RTP, NC 27711. THIS APPOINTMENT DOES NOT CONFER ELIGIBILITY TO BE NONCOMPETITIVELY CONVERTED TO A CAREER-CONDITIONAL OR CAREER APPOINTMENT. HEALTH SENEFITS COVERAGE CONTINUES.													
46. Employing Depar	Insent or Agency				S8. Sign	ature/Authen	túcation	and Title of App	noving Offi	icial			
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5-Part \$9-316

2 - OPF Copy - Long-Term Record - DO NOT DESTROY

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# REQUEST FOR PERSONNEL ACTION

PART A - Requesting Office (4/so comp. 1. Action Requested	lete Part B. Items 1, 7-22.	32, 33, 36 and 39.)	2. Request Number AO-2018-014
AD Appointment  3. For Additional Information Call (Name and Telephone)	hone Number) /		4 Proposed Effective Date ASAP
S. Action Requested By (Typed Name Tyle, Signatus Ryan T. Jackson, Chief of Staff PART II - For Preparation of SF SU (Us Name Last, Forth Media)	3/9/18	6. Action Authorized By Typed Name, take # E. 960tt Pruitt, Admiritistrator 	trainre, and fincurrence trave A 1 wh 3/9/18
FIRST ACTION S-A. Code S-B. Nature of Action		SECOND ACTION  6-A. Code 6-B. Nature of Action	
5-C. Code 5-D. Legal Authority  5-E. Code 5-F. Legal Authority		6-C. Code 6-D. Legal Authority 6-E. Code 6F. Legal Authority	
7. FROM: Position Title and Number		15. TO: Position Title and Number	
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14 Name and Location of Position's Organization A0000000 - Environmental Protection Age Office of the Administrator, Immediate Offi		22 Name and Location of Position's Organiza A0000000 - Environmental Protection Office of the Administrator, Immediate	Agency
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30. Retirement Plan	31. Service Comp. Date (Leave)	32. Work Schedule	33. Part-Time Hours Per Barekly Factors
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38 Dury Station Code 11-0011-001 40 AGENCY DATA 41	75 Daty Station (Co., Count) - Washington, DO 42	State or Overseas Location)  [44]	
45, EDUCATIONAL LEVIS. 45 YR DEGREE ATTAINED	47. Academic Discipline 48 PL	NCTRINAL CLASS 49 CITIZENSHIP 1-USA 8-OTHER	W Viernam Era Vet   51 SUPERVISORV STATUS
PART C - Reviews and Approvals (No. 1, Office Function Initials/Sign A.	ature Date		ajsSignature Date
n.		E	
C.		F.	
<ol> <li>Approval. Teertify that the information entered a the proposed action is in compliance with statuto</li> </ol>	ry and regulatory requirements	Signature	Approval Date
CONTINUED ON REVERSE	U	VER	

# 14 POINTS MEMO: Personnel Change Approval Request

#### **AGENCY: EPA**

#### APPOINTEE INFORMATION

NAME:

WORK PHONE:

WORK EMAIL: @epa.gov

\* PLACE OF BIRTH:

Resume Attached

#### **CURRENT POSITION**

\* APPT TYPE (Schedule C, NC-SES, XS, AD): SKC

OFFICE: AQ

SUBOFFICE:

POSITION TITLE:

Is position being backfilled (Y/N/TBD): TBD

#### PROPOSED NEW POSITION

APPT TYPE (Schedule C, NC-SES, XS, AD): AD GS 14-1 (\$114,590)

OFFICE: AO

• SUBOFFICE:

POSITION TITLE:

JOB DESCRIPTION: PDF Attached

80-2018-04



# UNITED STATES ENVIRONMENTAL PROTECTION AGENCY

WASHINGTON, D.C. 20460

OFFICE OF THE ADMINISTRATOR

#### <u>MEMORANDUM</u>

SUBJECT: Salary Justification for

FROM: Ryan Jackson, Chief of Staff

TO: Donna Vizian, Acting Assistant Administrator

Office of Administration and Resources Management

This memo will serve as a salary justification for at a salary equivalent to a Grade 14, Step 1 in the D.C. region and is well respected throughout the agency. This shown unparalleled work-ethic and organizational skills since began. Based on the reason's listed above, I believe that will have an immediate, positive impact on one of the agency's most important of the salary compensation should reflect value to the agency.

Ryan Jagk}on/

Chief of Staff 3/09/2018

🖒 Printed on Recycled Paper



#### UNITED STATES ENVIRONMENTAL PROTECTION AGENCY

WASHINGTON, D.C. 20460

THE ADMINISTRATOR

# MEMORANDUM FOR THE RECORD

SUBJECT: Appointment of Personnel to Position Under the Authority of P.L. 95-190

Pursuant to the authority vested in me under P.L. 95-190, I hereby authorize the continuous to serve as

will be compensated at the rate of \$114,590 per annum.

E. Scott Pruitt

Appendix C: Employee C

1. Name (Last, Firs	t, Middle)		000000000000000000000000000000000000000	000000000000000000000000000000000000000	2. Soci	ial Security N	umber	3. Date of Birth		4. Effective 05/07/2		000000000000000000000000000000000000000
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5-C. Code ZLM	5-D. Legal Authority P.L. 95-190				6-C. Co	6-C. Code 6-D. Legal Authority						
5-E. Code	5-F. Legal Authority				6-E. Co	6-E. Code 6-F. Legal Authority						
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46. Employing Dep	artment or Agency IMENTAL PROTECTIO							and Title of Appro	-	cial		
47. Agency Code	48. Personnel Office ID		40 4	al Date		1017 / ELEC AMIN H. PI		ICALLY SIGNI V	DBX:			
EP00	3216		49. Approva 05/04/201					OURCES DIV, O	HR			

5-Part 50-316

 ${\bf 2}$  - OPF Copy - Long-Term Record - DO NOT DESTROY

Editions Prior to 7/91 Are Not Usable After 6/30/93 NSN 7540-01-333-6238 Ect:

FPPS 5/8/17

SRO Approval Raw. 7/61 U.S. Office of Personnel Management FPM Supp. 266-33, Suboh. 3 John E Reeder REQUEST FOR PERSONNEL ACTION 2. Request Number 1. Actions Requested Administratively Determined Appointment IO-2017-088 3. For Additional Information Call / Name and Telephone Number) Local Tracking No: 4. Proposed Effective Sate 05/08/2012 B. Action Authorized By e Concurrence D 5. Action Requested By (7)glad Nam E. Scott Pruitt, Administrator Ryan T. Jackson, Chief of Sta 3. Date of Birth. 1. Name 2. Social Security Number 8-A, Code 6-8, Nature of Action 6-C. Code | 6-D. Legal Authority 6-E. Code 6-F. Legal Authority 5-F. Legal Authority 15. TO: Position Title and Number 7. FROM: Position Title and Number 13. Pay Bassis 16. Pay Plan | 17. Oct. Code | 18. Grade or Level | 19. Shap or 20. Total Salary/Award 21. Pay Bas B. Ooc. Code 10. Grade or Level 11. Step or 12. Total Salary 00 \$44,941.00 PA 0301 AD 20D. Other Per 20C. Adj. Besic Pay 2C. Adj. Basic Pay 120. Other Pay 20A. Basic Pay 208. Locality Adj. 12A Basic Pay 128. Locelly Adj. 22. Name and Location of Position's Organization 14. Name and Location of Position's Organization A0000000 - U.S. Environmental Protection Agency, Office of the Administrator, Immediate Office 26. Veterana Preference 25. Agency Use 23. Veterana Preference 1 - None 2 - Conditional 3 - 10-PointDisability 0 - None YES NO RIF 5 - 10-Point/Other 28. Annuitent Indicator 29. Pay Rete 27. FEGU Determinant 33, Part Time Hours Per 32. Work Schedule 31. Service Comp. Date 30. Retirement Plen (Leeve) 37. Bargalning Unit Status 34. Position Occupied 35. FLSA Cetegory 36. Appropriation Code 1718 B 11A ZZZME8 **844**4 38. Duty Station Code 39. Duty Station . Washington, DC 11.0010.001 40. Agency Date 44. 42 43. 6. Year Degree Attained 47. Academic Discipline 50. Veterans Status 51, Supervisory Status 48, Functional Class 49. Citizenship 45. Educational Level 1 - USA 8 - Other Office/Function Initials/Signature 1. Office/Function Initials/Signature Dete 2. Approvel: I certify that the information entered on this form is accurate and that the Apploval Date Signature proposed action is in compliance with statutory and requisitory requiremedia. **CONTINUED ON NEXT PAGE** NSN 7540-01-333-623

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(Note to Supervisors: Do you know of additional or conflicting reasons for the em		☐ YES ☐NO
If "YES", please state these facts on a separate sheet and att	ach to SF 52.)	
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Signed:, DEO		
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Privacy Act	Statement	
You are requested to furnish a specific reason for your resignation or retirement and a	with regard to employment of individuals in the	ha Fadaral sandra and their records while
forwarding address. Your reason may be considered in any future decision regarding your	section 8506 requires agencies to furnish the	
re-employment in the Federal service and may also be used to determine your aligibility for	service to the Secretary of Labor or a State is	
unemployment compensation benefits. Your forwarding address will be used primarily to mail	unemployment compensation programs.	
you copies of any documents you should have or any pay or compensation to which you are entitled.	The furnishing of this information is voluntary	r houseur fallura to conside it may requit in
	your not receiving: (1) your copies of those d	ocuments you should have; (2) pay or other
This information is requested under authority of sections 301, 3301, and 8508 of title 5, U.S.	compensation due you; and (3) any unempio	yment compensation benefits to which you
Code. Sections 301 and 3301 authorize OPM and agencies to issue regulations	may be entitled.	
<ol> <li>Reasons for Resignation/Retirement (NOTE: Your reasons are used in determinent)</li> </ol>		
generalizations. Your resignation/retirement is effective at the end of the day -	midnight - unless you specify otherwise.	<b>)</b>
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TPS 1/20/16

SF 52 (E Forms 4.4) SRO Approval Rev. 7/91 U.S. Office of Personnel Management FPM Supp. 296-33, Subdit. 3 REQUEST FOR PERSONNEL ACTION John E Reeder 1. Actions Requested Conversion to Schedule C Appt. Request Number 10-2017-113 3. For Additional information Call. (Name and Telephone Number) Local Tracking No: 4. Proposed Effective Date 5. Action Requested By /Typed Newls, Title, Synfiltre 6. Action Authorized By Ryan T. Jackson, Chief of Staff E. Scott Pruitt, Administrator 1. Name 3. Date of 2. Social Security Number 4. Effective Date 07-16-17 Nature of Action 6-A. Code 6-B. Nature of Action 6-C. Code 6-D. Legal Authority ul E. Code 6-F. Legal Authority 7. FROM: Position Title and Number 15. TO: Position Title and Number B. Occ. Code 8. Pay Plan 10. Grade or Level 11, Step or 12. Total Salen 13. Pay Basis 16. Pay Plan 117. Occ. Code 118. Grede or Level 119, Step or 20. Total Selecy/Award 21. Pay Basis \*44 941 · 0301 DO OV GS .07 .01 \$44,941.00 PA 28. Locality Adj. 12C. Auf. Basic Pay 12D. Other Pay 20A. Basic Pay 208. Locality Adj. 20C. Adj. Basic Pay 200, Other Pay 14. Name and Location of Position's Organization 22. Name and Location of Position's Organization A0000000 - U.S. Environmental Protection Agency, Office of the Administrator, Immediate Office 23. Veterana Preference 24. Tenure 25. Agency Use 26. Veterans Preference 3 - 10-Point/Disability 2 - Conditional 5 - 10-Point/Other 0 - None 1 - None 7 - R. Drains YES MORIF 28. Annuitent Indicator 29. Pay Rate Determinent 30. Retirement Plan 31. Service Comp. Dete 32. Work Schedule 33. Part Time Hours Per (Leave) Blweekly Pay Paylor 35. FLSA Category 36. Appropriation Code 37. Bargaining Unit Status 3 - SES General 1718 B 11A ZZZME8 8449 38. Duty Station Code 39. Duty Station Washington, DC 40. Agency Deta 41. 42. 43. 44 45. Educational Level 46. Year Degree Attained 47. Academic Discipline 49. Chizenship 50. Veterens Status 51. Supervisory Status 1-USA 8-Other Initials/Signature 1. Office/Function Date Office/Function Initiale/Signature Date A. 07-19-1 8. E. C. 2. Approval: I certify that the information entered on this form is accurate and that the Signature Approval Date proposed action is in compliance with statutory and regulatory requirements. 197-19-1 CONTINUED ON NEXT PAGE NSN 7540-01-333-6239

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	M39: Creditability military service: none
	M45: Employee is automatically covered under FERS, FERS-RAE or FERS-FRAE
	M40: Previous Retirement Coverage: previously covered  K18: Position is at the full performance level
	M38: Frozen service: 0000
	E01: Appointment is Indefinite
	ZZZ: This appointment does not confer eligibility to be noncompetitively
	Converted to career-conditional or career appointment.

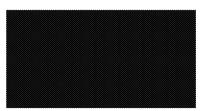


#### UNITED STATES ENVIRONMENTAL PROTECTION AGENCY

WASHINGTON, DIG. 20460.

February 6, 2018

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Congratulations! You have been selected for an appointment with the U.S. Environmental Protection Agency (EPA). This is to officially inform you of your position as Office of the Administrator. This position is in the Immediate Office of the Administrator; Washington, DC,

This position is an Excepted Service Administratively Determined (AD) position. Pursuant to the authority vested in the Administrator under Public Law 95-190, your compensation for this position has been set at \$56,233 per annum. Your acceptance of this position means that: (1) your position is not in the competitive service: (2) you will serve at the pleasure of the Administrator; and (3) termination of your appointment may occur at anytime upon notice thereof. During a change in Administration, each position is generally reviewed on a case-by-case basis to determine if they meet the needs of the new Administration's goals and objectives for the Agency.

# Information About Your Position

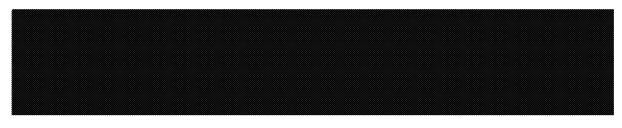
► Your annual salary will increase to the amount of \$56,233:

Your immediate supervisor will be

Office of the Administrator; your second level supervisor will be Ryan Jackson. Chief of Staff to the Administrator; and

▶ You will continue to work a full-time schedule.

#### Benefits



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We are pleased that you have chosen to continue your Federal career at the U.S. Environmental Protection Agency. We hope that you will find your new assignment both challenging and rewarding. If you have questions or concerns, please feel free to call me on

Sincerely

Executive Resources Staff Office of Human Resources



#### **UNITED STATES ENVIRONMENTAL PROTECTION AGENCY**

WASHINGTON, D.C. 20460

OFFICE OF THE ADMINISTRATOR

#### MEMORANDUM FOR THE RECORD

SUBJECT: Appointment of Personnel to Position Under the Authority of P.L. 95-190

Pursuant to the authority vested in me under P.L. 95-190, I hereby authorize the n the Office of Administrator. Appointment of

will be compensated at the rate of \$<del>61,926.00</del> per annum. \$56,233.<sup>50</sup> now

Appendix D: Employee D

1. Name (Last, First,	Middle)			2. Socia	ıl Security N	umber 3. D	ate of Birth	1	4. Effective	Date	
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5-C. Code ZLM	5-D. Legal Authority P. L. 95-190			6-C. Cod	6-C. Code 6-D. Legal Authority						
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47. Agency Code	48. Personnel Office ID	49. Approval	Date		/19 / ELEC NNE L. RO		LI SIGN	ED DI:			
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5-Part 50-316

2 - OPF Copy - Long-Term Record - DO NOT DESTROY

Editions Prior to 7/91 Are Not Usable After 6/30/93 NSN 7540-01-333-6238

FAPS 3/21/17

SF 52 (ETForms 4.4) Rev. 7/91 J.S. Office of Personnel Management TPM Supp. 206-33, Subot. 3 SRO Approval
REQUEST FOR PERSONNEL ACTION

John E Reeder

1. Actions Requested	Administratively Det	ermined Appt	· ~						uest Numb IO-2017-		
3. For Additional Informe	(Name and Telephone I	Vumber) (HR-		Cocal/Tracking No:					4. Proposed Effective Date 03/27/2017		
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SF 52 (E*Form 4.4)	•			SRO	Approval	·	
Rev. 7/91 U.S. Office of Personnel Management FPM Supp. 298-33, Subsh. 3	REQUEST FOR PE	RSONN	EL ACT		* * *	John E l	Reeder
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You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail	with regard to employment of individuals section 8506 requires agencies to furnist service to the Secretary of Labor or a St unemployment compensation programs.	the specific reason for ste agency in connection	termination of Federal
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PA Form 3150-1 (Rev 8/2009) Previous Versions are Obsolete

# Request for Senior Executive Service Appointing Authority

Agency Name: ENVIRONMENTAL PROTECTION AGENCY	Print Date: 07/26/2017
POC: Phone:	Fax: (202) 564-9612
Request No: Request Type: APPOINTMENT	
Appointment Authority: NONCAREER	
Extension: No Duration: ES Pay Level: \$161,	900 Temporary Allocation: No
Candidate:	
Position No: Title:	
Organization Name: OFFICE OF PUBLIC AFFAIRS	
Recruited From: SAME BÜREAU, SAME AGENCY GEO Loc	ation: WASHINGTON
Current Title:	
Proposed Title:	
SES Endorsement Sta	atement
I endorse the above request made to the Office of Personnel. General position and certify that the candidate meets the pro- managerial qualifications for the position.	Management. I certify that the position is a offessional/technical, executive and
Agency/Dept. Head of E. Scott Pruitt, Adm	inistrator
Signaturé:	Date Signed: *7/27/17
	Date signed:
니gency White House	Liaison
Name: Charles Munoz	Phone: 202-564-3097
Name.	Phone: <u>30-30 11</u>
	Munox : Date Signed: 7/27/17
OPM USE ONL	•
Check the appropriate 8c	
Your request for a new noncareor appointment authority, reassignment or pay level change is:	
Your request for a limited term emergency appointment authority for the	☐ Disapproved ☐ Return without Action
duration of is:	Modification
Your request for temporary space allocation	*
Number of non-career allocations: Percen	t of SES space allocation:%
OPM Approving Official:	Date Signed: <u>\$/\$/1.7-</u>
·	ATTENTION: Senior Executive Resource Services
Source: Office of Personnel Management	Report 1652, Version November 2008



#### UNITED STATES ENVIRONMENTAL PROTECTION AGENCY

WASHINGTON, D.C. 20460

OFFICE OF ADMINISTRATION AND RESOURCES MANAGEMENT

AUG 1 0 2017



Congratulations! You have been selected for an appointment with the U.S. Environmental Protection Agency (EPA). This is to officially inform you of your position as This position is located in the Office of the Administrator, Office of Public Affairs, Immediate Office; Washington, DC. Your appointment to this position will be made effective August 13, 2017.

This position is a Non-Career Senior Executive Service (SES) position. Your acceptance of this position means that: (1) your position is not in the competitive service; (2) you will serve at the pleasure of the Administrator; and (3) termination of your appointment may occur at anytime upon notice thereof. During a change in Administration, each position is generally reviewed on a case-by-case basis to determine if they meet the needs of the new Administration's goals and objectives for the Agency.

# Information About Your Position

- ► Your annual salary will increase to the level of \$161,900;
- ➤ Your immediate supervisor will be Ryan Jackson, Chief of Staff to the Administrator; your second level supervisor will be E. Scott Pruitt, Administrator
- You will continue to work a full-time schedule:
- ▶ You will earn 8 hours of annual leave per pay period and 4 hours of sick leave per pay period. A maximum of 720 hours of annual leave can be carried forward into next leave year; and there is no cap on accrued sick leave:
- You may be required to update your SF-278 Financial Disclosure form. Please contact to obtain additional information;
- Your position has been designated by our Personnel Security Office as a High Risk position. This designation will require your position to be subject to random drug testing procedures.

#### Benefits



We are pleased that you have chosen to continue your Federal career at the U.S. Environmental Protection Agency. We hope that you will find your new assignment both challenging and rewarding. If you have questions or concerns, please feel free to call me on

Sincerely vours.

Office of Human Resources

Appendix E: Employee E

1. Name (Last, First,	Middle)	<b></b>			2. Soci	al Security N	umber	3. Date of Birth	1	4. Effective		
										04/23/2	2017	
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5-C. Code ZLM	5-D. Legal Authority P.L. 95-190				6-C. Co	de	6-D. I	egal Authority				
5-E. Code	5-F. Legal Authority				6-E. Co	de	6-F. L	egal Authority				
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Editions Prior to 7/91 Are Not Usable After 6/30/93 NSN 7540-01-333-6238

SF 52 (E"Forms 4.4)



SRO Approval Rev. 7/91 U.S. Office of Personnel Management FPM Supp. 296-33, Subch. 3 John E Reeder REQUEST FOR PERSONNEL ACTION 1. Actions Requested 2. Request Number **AD Appointment** 10-2017-083 3. For Additional Information Call (Next # 3/16, 7elephone Number) Local Tracking blo 4. Proposed Effective Date 04.13.17 5. Action Requested By (T) ped Name, Th 6. Action Authorized B∳ E. Scott Pruitt, Administrafer Ryan T. Jackson, Chief of Staff 1. Name 3. Days of the 4. Effective Date Social Security Number 04-23-17 .Neture of Action 6-A. Code 6-8. Nature of Action 6-C. Code 6-D. Legal Authority 5-C. Code 5-F. Legal Authority 6-F. Legal Authority 6-E. Code 7. FROM: Position Title and Number 15. TO: Poeltion Title and Number 18. Grade or Level 19. Step or 20. Total Salary/Award B. Cox. Code 10. Grade or Level 11. Step or 12. Total Salary 17. Occ. Code 21. Pay Besis \$115,755.00 PA PA AD 0301 00 00 120. Other Pay 2C. Adj. Basic Pay 108. Locality Adj. XXC. Adj. Basic Pay 14. Name and Location of Position's Organization 22. Name and Location of Position's Organization A0000000 - U.S. EPA, Office of the Administrator, Immediate Office 24. Tenure 25. Agency Use 3 - 10-Point/Disability 2 - Conditional YES TALK PUF 5 - 10-Point/Other C - None 28: Armultant Indicator 29, Pay Rate 1 Determinant 0 33, Parl Time Hours Per 32. Work Schedule Service Comp. Date OO BANGOKIY Paw Parin 34. Position Occupied

| - Competitive Service 38. Appropriation Code 37. Bergelning Unit Status 3 - SES General 1718 B 11A ZZZME8 Station Code 9. Duty Station 11-0010-001 Washington, DC 40. Agency Date 42 43. 41. 45. Educational Laval 46. <u>Year Deama Attaina</u>d 47<u> Aradomir Diadolin</u>g 48 Functional Class 49. Citizenship 50. Veterans Status 51. Supervisory Status 1 - USA 8 - Other Initials/Signature 1. Office/Function Dete Office/Function Initials/Signature Dete E. 2. Approval: I certify that the information entered on this form is accurate and that the Signature Ival Date proposed action is in compliance with statutory and regulatory requirements. CONTINUED ON NEXT PAGE NSN 7540-01-333-8238

Note to Supervisors: Do you know of additional or conflict If "YES", please state these facts on a			" YES	NO .
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Editions Prior to 7/91 Are Not Usable After 6/30/93 NSN 7540-01-333-6238

FP755/18/17

SRO Approval Rev. 7/91 U.S. Office of Personnel Mene FPM Supp. 296-33, Subch. 3 John E Reeder REQUEST FOR PERSONNEL ACTION 1. Actions Requested Schedule C. Appt. 2. Request Number Commune 10 10-2017-094 3. For Additional Information Call (Name and Telephone Number) 4. Proposed Effective Date Local Tracking No: 5. Action Requested By (Typed Name, Title, Signature, alla Request Date) 6. Action Authorized By (Typed Name E. Scott Pruitt, Administrator / Ryan T. Jackson, Chief of Staff 1. Name 2. Social Security Number Effective Date 05-14-1 6-A. Code 6-B. Neture of Action 6-C. Code 6-D. Legal Authority Legal Authority 6-E. Code 6-F. Legal Authority 7. FROM: Position Title and Number 15. TO: Position Title and Number 9. Occ. Code 10. Greate or Level 11. Step or t2. Total Salary 3. Pey Sesi 7. Occ. Code 18. Grade or Level 19. Step or 21. Pay Besis W PA GS 14 02 \$115,755.00 PA OW 28. Locality Adj 12C. Adj. Book: Pay 120. Other Pey 20A. Bask: Pay 208. Locality Adj. 20C. Adj. Basic Pay 200. Other Pay 14. Name and Location of Position's Organization 22. Name and Location of Position's Organization A0000000 - U.S. EPA, Office of the Administrator, Immediate Office otorane Preference 24. Tenune 26. Veterans Preferenci 25. Agency Use 3 - 10-Point/Disability 5 - 10-Point/Other 0 - None 2 - Conditional YES AW PUF 28. Annuitant Indicato 29. Pay Rate Determinent pent Plan 31. Service/Compl Date 32. Work Schedule 33. Pert Time Hours Per 100 Bhreatly 34. Position Occupied
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SF \$2 (E Forms 4.4)

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VRT E - Employee Resignation/Retirement				
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FPRS 1/20/17

SF 52 (E\*Forme 4.4)

SRO Approval

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Antonine Standard Form 1 U.S. Office of Personnel Management PPM Supp. 196-11, 500-51

## REQUEST FOR PERSONNEL ACTION

PART A - Requesting Office (A L Action Requested Resignation	liso complete Part B. Items 1, 7-22,		Request Number SA
** For Additional Information Call /Vanue			roposed Effective Date
Action Regionsed by (Typed Name, Till Yen Jackbon, Chief of Staff	de Signatur des request pares.	6. Action Authorized By //your Name, title jagnature. E. Scott Posts. Administrator	Sich 4151
PARTH - For Preparation of S	50 (Use only codes in FPM Supp.	ernent 297-1, Seaw all detes in month-day-ve 2 Social Security Sumber   3 Date of Birth   4 Effi	ctive Date
FIRST ACTION  5-A Code   S-B Nature of Action		SECOND ACTION 6-A. Code 5-B. Nature of Action	
S-C. Code   S-D. Legal Authority		6-C Code 6-D Legal Authority	
5-E. Code: S-F. Legal Authority		6-E Code 6F, Legal Authority	
7. FROM: Position Title and Num	iber	15, TO: Position Title and Number	
	00 8140,000 PA	S. Pag Park 1. Conc. Conde 1. S. Adades to Lorent 1. Supply in Plate 2. Supply in Plate 2	Travel School County   11 Pry Spore
4 Name and Language of Premier's One	SALIZ ALSO	22. Nume and Location of Position's Organization	
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	5-Pour Disables 5-19 Pour Ober 8-Pour Compensable 5-19 Pour Compensable 10%	S. Nume 2 - Conditional     1 - Permisses 3 - Indefinite  28. Administral Indicator	YES NO 29. Pay Rate Determinant
30. Reterement Plan	31 Service Comp Date (Leave)	32 Work Schedule	33 Part-Time Hours For
POSITION DATA 34 Position Occupied	33 FLSA Category	36. Appropriation Code	1 Per Percon 37: Stanggraving Chil Stanus
To Compension Service 19 828 Gr		18/19 B 11A 000ME8	or oalgoring character
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	or entered on this form is accurate and that with statutory and regulatory requirements.	Signature	Approval Date
CONTINUED ON REVERSE	(	OVER	· ·

PART D - Remarks by Requesting Office (Note to Supervisors: Do you know of additional; or conflicting reasons for the employ If "YES", please state these facts on a separate sheet and attach.	ee's resignation/retinement? YES NO to SF 52.)
	If Statement  From with regard to employment of individuals in the Federal service and their records, while securing \$500 requires agencies to flurnish the specific reason for remination of Federal Service to the Secretary of Labor or a State agency in connection with administration of unemployment compensation programs.
To a sire requested to tention a specific teason for your resignation or retreased as a forwarding address. Your reason may be considered in any future decision reparating your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensations benefits. Your forwarding address will be used premarily to small you copust of any documents you should have or any pay or compensations to which you are entitled.  This information is requested under authority of sections 301, 3301, and 8506 of title 5.1.5. Code. Sections 301 and 3301 authorize OPM and agencies to issue regula-  1. Reusens for Resignation/Retirement (NOTE: Your regions are used in determining).	The furnishing of this information is voluntary, however, failure to provide it may result in your not receiving (1) your copies of their documents you should have; (2) pay or other compensation due you, and (3) any unemployment compensation benefits to which you may be entitled.
Your resignation retreament to effective at the end of the day a midnight a unless you	· · · · · · · · · · · · · · · · · · ·
3/17/19	117/8

## Appendix F: Employee F

1. Name (Last, Firs		2. Social Security Number 3. Date of Birth			th	h 4. Effective Date							
										03/26/	2017		
FIRST ACTI	ON				SECO	ND ACT	ION						
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5-C. Code ZLM	5-D. Legal Authority P. L. 95-190	,			6-C. Coo	le	6-D. L	egal Authority	7				
5-E. Code	5-F. Legal Authority				6-Е. Сос	le	6-F. L	egal Authority					
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46. Employing Dep:	rtment or Agency MENTAL PROTEC	стіо						and Title of Ap CALLY SIG		icial			
47. Agency Code 48. Personnel Office ID 49. Approval Date						NNE L. ROI		CALLI SIG	HENDI				
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5-Part 50-316

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Editions Prior to 7/91 Are Not Usable After 6/30/93 NSN 7540-01-333-6238



SF 52 (E"Forms 4.4) SRO Approval Rev. 7/11 U.S. Office of Personnel Management John E Reeder REQUEST FOR PERSONNEL ACTION FPM Supp. 296-33, Subch. 3 1. Actions Requested 2. Request Number Administratively Determined Appointment OP-2017-017 3. For Additional information Call (Name and Telephone Number) Local Tracking No. 4. Proposed Effective Date 03/27/2017 (HR-5. Action Requested By (7) flod Name// little, S Signeture, and Concurrence Date) E Scott-Pruitt, Administrator Michael Flynn, Acting/10/0019 1. Name 2. Social Security Number 3. Date of Birth Effective Date 03-26-17 5-B. Nature of Action 6-A. Code 6-B. Nature of Action Code 6-C. Code 6-D. Legal Authority 5-F. Legal Authority 6-E. Code 6-F. Legal Authority 7. FROM: Position Title and Number 15. TO: Position Title and Number 10. Grade or Level 11. Step or B. Occ. Code 12. Yotal Salary 13. Pay Ba 17. Occ. Code 18. Grade or Level 19. Step or 20. Total Saleny/Award 21. Pay Basis PA AD 0301 00 00 \$149,337.00 PA 12A. Besic Pey 28. Locelly Adj. 12C. Adj. Basic Pay 12D, Other Pay 20A. Besic Pay 200. Other Pay 20B. Locality Adj. 20C. Adj. Basic Pay 14. Name and Location of Position's Organization 22. Name and Location of Position's Organization AA000000 - U.S. Environmental Protection Agency, Office of the Administrator, Office of Policy 23. Velorans Preference 25. Agency Use 3 - 10-Point/Disability 0 - None 1 - None 2 - S-Point 5 - 10-Point/Dover 2 - Conditional YES X NO RIF 28. Annuitant Indicator 29. Pay Rate **Determinant** 0. Retirement Plan 31. Service Comp. Date (Leave) / 3 - 34 - 17 Work Schedule 33. Pert Time Hours Per 00 Pay Pagor 34. Position Occupied
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Note to Supervisors: Do you know of additional or conf	Notice masses for the em	All American State (1986)		
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ou are requested to furnish a specific reason for your resignatio prwarding address. Your reason may be considered in any futur e-employment in the Federal service and may also be used to di nemployment compensation benefits. Your forwarding address ou copies of any documents you should have or any pay or com	e decision regarding your etermine your eligibility for will be used primarily to mail	with regard to employment of individuals section 8506 requires agencies to furnis service to the Secretary of Labor or a St unemployment compensation programs	th the specific reason for tate agency in connection	termination of Federal n with administration of
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46. Employing Department or Agency EP - ENVIRONMENTAL PROTECTIO				_			ICALLY SI								
47. Agency Code 48. Personnel Office ID 49. Approval Date				VICK	E H. TELL	IS									
EP00						ACTG DIR, EXEC RESOURCES DIV, OHR									

FARS 5/18/17

SF \$2 (E\*Forms 4.4) SRO Approval Rev. 7/01 U.S. Office of Personnel Management John E Reeder REQUEST FOR PERSONNEL ACTION FPM Supp. 296-33, Suboh. 3 2. Request Number 1. Actions Requested Schedule C Appointment OP-2017-020 Converse To 4. Proposed Ethechye Date Local Tracking No: (Name and Talephone Number) 3. For Additional Information Caff asap i (HR-6. Action Authorized By 5. Action Requested By (Typed Name, Fide Signature, or E. Scott Pruitt, Administrator / Ryan T. Jackson Chief of Staff **Effective Date** 3. Date of Bigh 2. Social Security Number 05-14-1 6-A. Code: 6-B. Nature of Action 6-C. Code 6-D. Legal Authority 5-D. Legal Authority 6-E. Code 6-F. Legal Authority 15. TO: Position Title and Number 7, FROM: Position Title and Number Snor ---16, Pay Pien 17, Occ. Code 18, Grade or Level 19, Step or 21. Pay Base J. Occ. Code 10. Grede or Level 11. Step or 12. Total Salary 13, Pay Besis 8. Pay Plan \$149,337.00 PA PA 0301 15 GS M  $\infty$ 1050 20C. Adj. Basic Pay 2C. Adj. Beek: Pay 20A. Basic Pay 206. Locelity Adj. 128. Locality Adi 22. Name and Location of Position's Organization 14. Name and Location of Position's Organization AA000000 - U.S. Environmental Protection Agency, Office of the Administrator, Office of Policy 26. Veterans Preference 25. Agency Use 24. Tenure S. Veterans Preference IYES FZINORIF 0 - Hone 2 - Conditional 3 - 10-Point/Dissbillty 5 - 10-Point/Other 29. Pay Rete 28. Annultant Indicator 27. FEGLI Determinant 33. Part Time Hours Per 32. Work Schedule 31. Service Comp. Date 30. Retirement Plan \* Pitanneich 37. Bergeirling Unit Status 4. Position Occupied 35. FLSA Category 35. Appropriation Code 1718 B 1 IB ZZZMI-19 38. Duny Station Code 39. Duny Station Washington, DC 43. 44. 40. Agency Deta 41. Veterana Status 51. Supervisory Status 46. Year Degree Attained 47. Academic Discipline 49. Citizenship 45. Educational Level 1-USA 8-Other Office/Function Dete Initials/Signature 1. Office/Function 2. Approval: I certify that the information entered on this form is accurate and that the Signature, proposed action is in compliance with statutory and regulatory requirements. CONTINUED ON NEXT PAGE

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(Note to Superviso	rs: Do you know If "YES", pleas	of additional or co e state these facts	onflicting reasons on a separate	ons for the emp e sheet and att	ployee's resignation/reti ach to SF 52.)	rement?	YES	NO	
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2. Effective Date	3. Your Signat	ur <del>e</del>	4.	Date Signed	5. Forwarding Add	ress (Number, St	reet, City, State	, ZIP Code)	kihilalungunananananan
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First Action	1. Name (Last, First, Middle)						000000000000000000000000000000000000000	2. Social Security Number 3. Date of Birth					4. Effective Date 07/16/2017			
Feb. Code   Feb. Nature of Action   COCKRECTION   Sec. Code   Geb. Legal Authority   Val.   Sec. Code   Geb. Leg	FIRST	ACTIO	)N					SECO	ND A	CTION			000000			
S. C. Code				on							Nature of A	ction				
Val.	002		CORRECTION					546		CON	V TO SE	S NON	CAREE	R APPT		
ANM	5-C. Co	de	5-D. Legal Authori	ty					le		_	-	NCARE	ER		
R. Pay Plan   S. Occ. Code   18. Grade or Level   13. Step or Rate   12. Total States   12. Pay Blade   15. Hold   15.	5-E. Co	de	5-F. Legal Authorit	ty							_	ority				
GS	7. FROM	: Position T	itle and Number				100000000000000000000000000000000000000	15. TO: F	Position	Title and Nu	mber					
17-96	8. Pay Plan	9. Occ. Cod	e 10. Grade or Level	11. Step or Rate	12. Total Salary	'	Basis	16. Pay Pla	n 17.	Occ. Code 1	8. Grade or	Level 19	Step or Ra	te 20. Total Sal	ary/Award	21. Pay Basis
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OFFICE OF THE ADMINISTRATOR OFFICE OF POLICY  WASHINGTON,DC  WASHINGTON,DC  EMPLOYEE DATA  23. Veteran Preference for RIF 24. Tenury 25. Tenury 25. Tenury 26. Tenury 26. Tenury 26. Tenury 27. Tenury 28. Annualizate Infection 29. Not APPLICABLE 30. Retirement Plan 30. Settlement Plan 30			İ		7	0					-			00	0	
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27. FECLI  28. Annultant Indicator 9 NOT APPLICABLE 0 30. Retirement Plan 31. Service Comp. Date (Leave) 9 NOT APPLICABLE 0 32. Work Schedule 33. Part-Time Hours Per Biswockly Pay Period POSITION DATA 34. Position Occupied 35. FLSA Category 36. Appropriation Code 37. Bargaining Unit Status 38. Daty Station Code 39. Daty Station (City — County — State or Overveax Location) WASHINGTON, DISTRICT OF COLUMBIA 40. Agency Data 41. PUNCCLS 00 41. Stata X 42. Stata X 43. Supv STAT 2 44. POSITION SENSITIVITY HIGH RISK 45. Remarks 46. Employing Department or Agency F — ENVIRONMENTAL PROTECTIO 47. Agency Code 48. Personnel Office ID 49. Approval Date FF — ENVIRONMENTAL PROTECTIO 47. Agency Code 48. Personnel Office ID 5216 6821/2017 6821/2017 6821/2017 6821/2017 6821/2017 6821/2017 6821/2017 6821/2017 6821/2017 6821/2017 6821/2017 6821/2017 6821/2017 6821/2017 6821/2017 6821/2017 6821/2017 6821/2017 6821/2017 6821/2017 6821/2017 6821/2017 6821/2017 6821/2017 6821/2017 6821/2017 6821/2017 6821/2017 6821/2017 6821/2017 6821/2017 6821/2017 6821/2017 6821/2017 6821/2017 6821/2017 6821/2017 6821/2017 6821/2017 6821/2017 6821/2017 6821/2017 6821/2017 6821/2017 6821/2017 6821/2017 6821/2017 6821/2017 6821/2017 6821/2017 6821/2017 6821/2017 6821/2017 6821/2017 6821/2017 6821/2017 6821/2017 6821/2017 6821/2017 6821/2017 6821/2017 6821/2017 6821/2017 6821/2017 6821/2017 6821/2017 6821/2017 6821/2017 6821/2017 6821/2017 6821/2017 6821/2017 6821/2017 6821/2017 6821/2017 6821/2017 6821/2017 6821/2017 6821/2017 6821/2017 6821/2017 6821/2017 6821/2017 6821/2017 6821/2017 6821/2017 6821/2017 6821/2017 6821/2017 6821/2017 6821/2017 6821/2017 6821/2017 6821/2017 6821/2017 6821/2017 6821/2017 6821/2017 6821/2017 6821/2017 6821/2017 6821/2017 6821/2017 6821/2017 6821/2017 6821/2017 6821/2017 6821/2017 6821/2017 6821/2017 6821/2017 6821/2017 6821/2017 6821/2017 6821/2017 6821/2017 6821/2017 6821/2017 6821/2017 6821/2017 6821/2017 6821/2017 6821/2017 6821/2017 6821/2017 6821/2017 6821/2017 6821/2017 6821/2017 6821/2017 6821/2017 6821/2017 6821/	23. Vetera	ns Prefere	nce 3 – 10–Point/Disability	,		able/30%			0 - None		ditional	5. Agen	cy Use		[	
FERS-FRAE & FICA   03/26/2017   F   FULL-TIME   Blreckly   Pay Period	27. FEGL				•			28. Annui	itant Inc	dicator	BLE					nant
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34   Position Occupied   35   Easy   36   Appropriation Code   37   Bargaining Unit Status   5888					03/26/201	17		F	FULL	-TIME						I
3   1 - Competitive Service   3 - SES Central   E   N - Strongt   Session			00000000000000000		25 ET 64			25.4						aw rs .		
46. Employing Department or Agency EP - ENVIRONMENTAL PROTECTIO 47. Agency Code EP00 3216  WASHINGTON, DISTRICT OF COLUMBIA  43. SUPV STAT 2  44. POSITION SENSITIVITY HIGH RISK  46. Supv STAT 2  Supv STAT 2  46. Supv STAT 2  S	1 -	- Competitive S	ervice 3 – SES General	eserved	T.	E – Exempt		36. Appre	opriatio	n Code					ing Unit S	tatus
46. Employing Department or Agency EP - ENVIRONMENTAL PROTECTIO  47. Agency Code EP 08/21/2017  48. Personnel Office ID EP 08/21/2017  49. Approval Date EP 08/21/2017  40. Supv STAT 2  SUPV STAT 2  SUPV STAT 2  POSITION SENSITIVITY HIGH RISK  50. Signature/Authentication and Title of Approving Official 17/1581755 / ELECTRONICALLY SIGNED BY: VICKIE H. TELLIS EPO0  3216  808/21/2017  SUPV STAT 2  POSITION SENSITIVITY HIGH RISK  50. VICKIE H. TELLIS 17/1581755 / ELECTRONICALLY SIGNED BY: VICKIE H. TELLIS ACTG DIR, EXEC RESOURCES DIV, OHR			le		-		-									
46. Employing Department or Agency  EP - ENVIRONMENTAL PROTECTIO  47. Agency Code						9000		'AT 2			SENSITI	IVITY	HIGH R	ISK		
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FAPS 7/20/17

SF 52 (E Forms 4.4)						SRO Ap	proval		
Rev. 7/91 U.S. Office of Personnel Mena FPM Supp. 296-33, Subch. 3	çement	REQUES	ST FOR PE	RSONN	EL AC	TION	J	ohn E Re	eder
PART A - Reque	Non Career	omplete Pert B. I							117-025
	nation Call (Name) and				Local Trac	xing No:	4. F	roposed (	Effective Date
5 Action Remissied B	/ // (Typed Name/Title, Sign	(HR-	Date)	6. Action Au	ithorized B	y (Typed Name.)	Title, Sigherure, ger	d Concurpe	nch Veregi (
Rvan T. Jackson Chi		$\mathcal{M}_{\mathcal{M}_{\mathcal{M}_{\mathcal{M}}}}$		E. Scott P	ruitt / Adr <i>Show all d</i> a	ninistrade etes in montf-fe	· v-yeg/order)	A/n	Tull
1, Name	<b>-</b> U/	1		2. Social Se	ecurity Nurr	per 3. Qanylo		re <b>c</b> rive 0	
	<u>n SES Non-U</u>	ver App			6-B. Natur	re of Action			
	Aurhority  \$.6.3394(4)	Nos. Any	w and	6-C. Code	6-D. Lega	I Authomy			
FWW SAY			01-13-1		6-F. Legal	*			
7. FROM: Position Titl	e and Number			15. TO: Po	sition Title	and Number			
8. Pay Plan 9. Occ. Code GS 301	10. Grade or Level (1. Step or 15. <sup>Raise</sup> 05	12 Total Salary \$149,337.	13 Pay Basis 00 PA	£	7, Occ. Code	18. Grade or Level 19. Pa	Step or 20. Total	i Salany/Aww	
			). Other Pay	2CA, Besic Pay		B. Locality Adj.	200. Adj. Basic Paj		Cetsor Pay
14. Name and Location of	Position's Organization  Moe of the Administrate			22. Name and	Location of	Position's Organiza L, Office of the Ad	ion ministrator		
Office of Policy	THOS OF THE POSITIONS OF ALL	<b>8</b> 1		Office of		" much o more	, 140, (3 <b>19</b> , (3, 19, 19, 19, 19, 19, 19, 19, 19, 19, 19		
EMPLOYEE DAT	A							100 17.2	
		10-Point/Other	*~«		0 - None t . Democrant	2 - Conditional	25. Agency Use	YES	rans Preference
27. FEGL				28. Annuitant	Indicator			29. Pay	Rate Determinant
30. Retirement Plan		31. Servi (Leave)	oe Comp. Date	32 Work Sch	edule			33. Pan	Time Hours Per Biweekly
POSITION DATA		l							Pay Perind
34. Position Occupied 1 - Competitive			Category	36. Appropria		8 B 11B ZZZX		3	iring Unit Status
38. Duty Station Code		39. Dury		l					
40. Agency Data	* <b>DOI</b>	Was 42	hington, DC 43		14.		***************************************		
To regardy Lates	<u> </u>	<b>*</b> *	<b>73</b> .						
45. Educational Level	46. Year Degree Attained	47. Academic Discip	line 48. Function	nal Class	49. Citizens	hip 50.1 A. 8 - Other	Veterans Status Ī	51. Supen	risory Status
PART C - Review	s and Approvals ( Initials/Sign		requesting offi Date	ce./ I Office/Fi	1	•	is/Signature		Date
Α.	111111111111111111111111111111111111111	oron o	Vete	ο 71 <b>4</b> ,	<u> </u>		FanUs	,,	07-19-1
8.				E. ************************************	<del>//</del>	72	1 JW 11 W	7	<b></b>
C.			••••••••••••••••	F.	•••••				***************************************
Approval: I certify that the proposed action is in core	ie information entered on th ripliance with statutory and	is form is accurate ar regulatory requireme	nd that the	Signature		ANI C	14/1/1000	, ,	Approval Date
CONTINUED ON NEX	*************************************	***************************************	***************************************	<u></u>	<u></u>		Editions Prior (§	7/91 Are Not	V Useble After 6/30/93 L7540 01:333.4239

PART D - Remarks by Requesting Office (Note to Supervisors: Do you know of additional or conflicting reasons for the emplif "YES", please state these facts on a separate sheet and atta	loyee's resignation/retirement? YES NO sch to SF 52.)
OGE 450 Not Required	
OGE 450 Required	
Signed:DEO	
PART E - Employee Resignation/Retirement	
You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for the property of th	with regard to employment of individuals in the Federal service and their records, while section 8506 requires agencies to furnish the specific reason for termination of Federal service to the Secretary of Labor or a State agency in connection with administration of unemployment compensation programs.
you copies of any documents you should have or any pay or compensation to which you are entitled.  This information is requested under authority of sections 301, 3301, and 8506 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM and agencies to issue regulations	The furnishing of this information is voluntary; however, failure to provide it may result in your not receiving: (1) your copies of those documents you should have: (2) pay or other compensation due you; and (3) any unemployment compensation benefits to which you may be entitled.
Reasons for Resignation/Retirement (NOTE: Your reasons are used in determine generalizations. Your resignation/retirement is effective at the end of the day -	ning possible unemployment benefits. Please be specific and avoid
Effective Date	5. Forwarding Address (Number, Street, City, State, ZIP Code)
PART F - Remarks for SF 50	
M39: Creditable Military Service: None M40: Previous Retirement Coverage: Provide Coverage M45: Employee is automatically covered under FERS. M38: Prozen Salvice: 00 - 00 T55: Tenure as used for U. S. C. is not applicable to the Ser ZZZ: This position is designated for Drug Testing.	
<b>****</b>	· Processor

# Request for Senior Executive Service Appointing Authority

Agency Name: ENVIRONMENTAL PROTECTION AGENCY	Print Date: 07/06/2017
POC: Phone:	Fax: (202) 564-9612
Request No: EP170079 Request Type: APPOINTMENT	
Appointment Authority: NONCAREER	
Extension: No Duration: ES Pay Level:	S151.700 Tamporary Allmandi
Candidate:	S151,700 Temporary Allocation: No
Position No: Title:	
Organization Name:	
Recruited From: SAME BUREAU, SAME AGENCY GEO	Location: WASHINGTON
Current Title:	**************************************
Proposed Title:	
SES Endorsemen	at Statement
I endorse the above request made to the Office of Perso General position and certify that the candidate meets the managerial qualifications for the position.	With the second
Agency/Dept. Head or B. Scott Pruitt,	Administrator
Signature:	Self West Date Signed: 715/17.
Agency White Ho	ouse Liaison
Name: Charles Munoz	Phone: <u>564-3047</u> Date Signed: <u>2/10/12</u>
Signature:	Date Signed: 2/10/17
OPM USE (	
Check the appropri	
Your request for a new noncareer appointment mathems, reassignment pay level change is:	of or Approved Approved with Modification
Your request for a fimited turns especificacy appointment participates to a	Disapproved Return without Action
duration of	* Modification
Your request for temporary space attocation	
Number of non-career allocations: Po	rcent of SE <b>S space</b> allocation:
OPM Approving Official:	
EMAIL: SERS@opm.gov	ATTENTION: Senior Executive Resource Services
Source: Office of Personnel Management	Report 1652, Version November 2008

	POSITIO	ital Protection Agency N DESCRIPTION COVER CTION: a. Reference of Serie		I. DUTY LOCA  Washingto	n, DC	2. POS	TION NUMI	BER			
				*							
		***************************************	ls. Title		c. Pay Plan	d. Series	c. Grade	r. ci.c			
Official Allocation					00						
4. Supervisor Recommendat	-			ES 0340 OD ES 0340							
rccommenna.	18911										
S ODCIANITAT	TONALTE	TLE OF POSITION (if any)		6. NAME OF EMPL	CANAGES		<u> </u>				
	********	***** *** * ********** (#19)		W. NAME OF EARL	UICE						
			***************************************	€.							
a. U.S. ENVIR	ONMENT	AL PROTECTION AGENC	Y	f.							
b. OFFICE OF	THE ADA	MINISTRATOR		8	•••••		······				
c. Office of Pol	icy	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~		h. Employing Offic	e Location		***************************************				
d	••••••		***************************************	Washington, DC i. Organization Cod	le						
8. SU	PERVISO	DRY STATUS	•••••	AA000000	••••			***************************************			
© [8] All Other is to be used for samplementing regular.	on of the Gistandards.  I standards.  I standards.  I consider or esition lead attion Guide the application.  I consisted the position attions purplet and Tites.	on meets the definition of Such and Position meets the definition of Supervisor is a team performing one-graph (WLGEG) or is under a waphle pay system, sition leads a team performing.  Position does not meet any performing to Position does not meet any performing to a performing the secretary out govers relating to appointment and the of Immediate Supervisor the definition of Supervisor the	Guide (GSSG) or simil pervisor in 5.U.S.C. 710 nition of Management () in 5.U.S.C. 7103(a)(10), de interval work and meas sing two-grade interval wo y of the above definition this is an accurate statement of public funds,	ar standards for minimal (a)(a)(10), but does not flicial in 5.U.S.C. 7103 test the minimum requirer rk and meets the minimum standard meets the minimus. This is a non-supers at of the major duties and the lam responsible. The	am supervisory meet the minin  (a)(11), but do rements for ap ments as specification-man responsibilities of electification is ag statements ma	responsibility some requirement ocs not meet the plication of Particed by those job onts for application, of this position and made with the know constitute violation or the constitute violation.	pecified in officer ts for applicat GSSG definit f of the Work standards or o on of Part II of lits organization whedge that this ions of such stan	ner position  ion of the  ion of  Leader other  f the			
	kson, C	hief of Staff	/	E. Scott Pruitt,	Administ	rator, EPA					
b. Signature	$\lambda$	Lin	c. Date	e. Ygnature	$M_{\lambda}$	<b>4</b>	f. Date	11			
10. GFFICIXL	CLA <b>S</b> SIF	NCATION CERTIFICATION	ON: I could hat this posi	Lion has been classified/af	aded astronuired	by Title 5, U.S. C	cde, in conform	ance with			
a. Promotion P	ony me u s otential las no prof	Diffice of Personnel Managem notion potential ® If positio pot	ont or, if no published stans  n develops as planned a costial to grade:	dands apply directly, consi	stently with the	most applicable po	iblished standar	ds.			
b. PSB Risk Des  1 Low 2 Moderate 2 X High Security Clearans Required: Yes	· ·	c. Financial Disclosure For OGE-450 Required OGE-278 Required No financial disclosure forms required	Allocation This  may be IA'e  may not be I	This position © NONEXEMPT © Classificati A'cd (XEMPT) Code							
g. Bargaining Unit Code		i, if applicable: ral Monitoring Required		i. Classifier's Si	gnature	** Marine Committee of the Committee of	j. Dat	e			
5666	Extrar	nural Resources Managemer osition is subject to random	nt Duties ( % of time) drug testing ( )				07/	06/17			
II. REMARKS		Seas Cema	42.6		<i>!</i>						
	************************************	***************************************					***************************************				

SF 52 (E"Forms 4.4) Rev. 7:91 U.S. Office of Personnel Management FPM Supp. 298-33, Subch. 3  PART A - Requesting Office (Also complete		ERSONNEL ACTIO	SRO Approval	ohn E Reeder
Actions Requested Non Career - SES		a <del></del>	[2.8	equest Number
3. For Additional Information Call Name and Telephon	e Number)	Local Tracking h	lo: / )   4. Pi	OP-2018-000 roposed Effective Date
S. Action Requested By (7) peo Name, Thie, Signathe, a	AHR- nd <b>F</b> oquest Date)	6. Action Authorized By 77	ional Name File Signature and	chamere bas A
Ryan T. Jackson Chief of Staff	lan	E. Scott Pruitt / Adminis	- A - > /	レレジャ
	nly codes in FPM Supple	crent 292-1. Show all dates in 2. Social Security Number		flective Date
FIRST ACTION 5-A. Code   5-B. Nature of Action		SECOND ACTION 6-A. Code   6-B. Nature of A	ction	
5-C. Code 5-D. Legal Authority		6-C. Code 6-D. Legal Auth	ority	
5-E. Code 5-F. Legal Authority		6-E. Code 6-F. Legal Authi	ority	
7. FROM: Position Title and Number		15. TO: Position Title and N	lumber	
B. Pay Plan B. Occ. Code 10. Grade or Level 11. Step or 12. To ES  12A. Basic Pay 12B. Locality Adj. 12C. Adj. Basic P.  14. Name and Location of Position's Organization	PA	ES 0343 20A. Basic Pay 20B. Local	Rate \$16 ty Adj. Bassic Pay	Solary/Award 21, Pay Basis 1,900.00 PA 200. Other Pay
AA00000 - US, EPA, Office of the Administrator Office of Policy		22. Name and Location of Position AA00000 - US, EPA, Offic Office of Policy		
EMPLOYEE DATA  23. Veterans Preference  1 - None 3 - 10-Point/Disability 5 - 10-Point/C  2. R.Bnirs x 30 Decrea Communication 6 - 10-Decision  27. FEGU	18760F Arraniana akida /1870k	24. Tenure 2 - None 2 - Cor 1 - Service 3 - Indu	ditional 25. Agency Use	25. Veteraris Preference YES NO RIF 29. Pay Rate
30. Retirement Plan	31. Service Comp. Date (Leave)	32 Work Schedule		Determinant 33. Part Time Hours Per Bliveekly
POSITION DATA  34. Position Occupied  1 - Competitive Service 2 - Exmented Service 3 - SES General 3 - SES Process Sectional  38. Duty Station Code	35. FLSA Catagory 39. Duty Station	36. Appropriation Code 2018/2019 B	IB 000MH9	Pay Perind 37. Bergaining Unit Status
40. Agency Data   41.   42.	Washington, DC	<b>44</b>		
45. Educational Level 46. Year Degree Attained 47. Acad	emic Discipline 48. Function	nel Class 49. Critzenship	50 Veterans Status	1. Supervisory Status
PART C - Reviews and Approvals ///or to a 1. Office/Function Initials/Signature	e used by requesting affi Date	1-USA 8-OI Carl Office/Function		
A.	Date	D.	Initials/Signature	Date
В.		E		
с.		F.		
Approval: I certify that the information entered on this form is a proposed action is in compliance with statutory and regulatory	Iccurate and that the	Signature		Approval Date
CONTINUED ON NEXT PAGE	· · · · · · · · · · · · · · · · · · ·		Editions Prior to 7/9	1 Are Not usedes After 6/30/03 A/SN 7540-01-333-62/0

DADT	O . Bomorke by Draw	selina Office						
	D - Remarks by Reque Supervisors, Do you know o If "YES", please s		asons for the emp rate sheet and attr	loyee's resignation/r ich to SF 52.)	etirement?	YES	□NO	
	OGE 450 Not Required							
	OGE 450 Required							
	Signed:	, DEO						
PARTI	E - Employee Resigna	tion/Retirement						
You are req	juested to furnish a specific reas	on for your resignation or refire	Privacy Act ment and a	with regard to employ	nent of individuals in	the Federal service a	nd their records, w	dille
re-employn unemploym you copies	address. Your reason may be on nent in the Federal service and ment of the nent compensation benefits. You of any documents you should ha	ray also be used to determine it forwarding address will be us	your eligibility for led primarily to mail	section 8506 requires service to the Secretar unemployment compe	y of Labor or a State nsation programs.	agency in connection	with administratio	n of
	ation is requested under authorit ions 301 and 3301 authorize OF			The furnishing of this i your not receiving. (1) compensation due you may be entitled.	your copies of those i	documents you shoul	d have, (2) pay or	other
1 Reason	ns for Resignation/Retiremen	of (NOTE: Your reasons are	e used in determin	ing possible unemplo	oyment benefits. F	Please be specific a	and avoid	
g		emonem is enecuse at the		amangin - uniess you	specify unierwise			
2 Effectiv	e Date 3. Your Signature	9	4 Date Signed	5. Forwarding A	ddress (Number, S	Street, City, State,	ZIP Code)	
PARTI	- Remarks for SF 50							

## Request for Senior Executive Service Appointing Authority

Agency Name: ENVIRONMENTAL PROTECTION AGENCY	Print Date: 12/19/2017
POC: Phone:	Fax: (202) 564-9612
Request No: Request Type: REASSIGNMENT	**************************************
Appointment Authority: NONCAREER	
Extension: No Duration: ES Pay Level: S	161,900 Temporary Allocation: No
Candidate Control Control	Tomporary suitocation, no
Position No: Title:	
Organization Name:	
Recruited From: SAME BUREAU, SAME AGENCY GEO	Location: WASHINGTON
Current Title:	
Proposed Title:	
SES Endorsement	Statement
I endorse the above request made to the Office of Person	nel Management Legiste, that the mariety is
General position and certify that the candidate meets the managerial qualifications for the position.	professional/technical, executive and
Agency/Dept. Head or	Administrator
Signature: Signature: Signature:	A first Date Signed: 12/20/17
Agency White Ho	use Liaison
Name: _Charles_Munoz	Phone: <u>564-3097</u>
Signature:	Date Signed: レノルノリ
OPM USE O	
Check the appropriat  Your request for a new noncareer appointment authority, reassignment	
pay level change is:	
Your request for a limited term emergency appointment authority for the duration of	3
A.W.,	* Modification
Your request for temporary space allocation	
Number of non-career allocations: Perc	tent of SES space allocation:
OPM Approving Official:	Date Signed:
EMAIL: SERS@opm.gov	ATTENTION: Senior Executive Resource Services
Source: Office of Personnel Management	Report 1652, Version November 2008

United States I	Environme	mtal Protection Agency	*	I. DUTY LOCA	TION	2. POSI	TION NUMI	BER		
	rusiii	ON DESCRIPTION COVERSHEE	ľ	Washingto	n. DC					
3. CLASSIF	ICATION	ACTION: a Reference of Series and Di	ec of Standards Used	to Classify this Positio	n	L	······	***************************************		
					***************************************	····	*			
		<b>b.</b> 1	little		c. Pay Plan	d. Series	c. Grade	r cro		
Official Allocation							<b>†</b>			
4. Superviso	<del></del>		ES							
Recommenda	tion <b>Lab</b>					0343				
5. ORGANIZA	FIONAL T	ITLE OF POSITION (if any)		6. NAME OF EMPLO	YF.F.	•••••••••••••••••••••••••••••••••••••••	ð			
	•••••			C.				***************************************		
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b. Office of		inistrator								
c. Office of P	olicy			h. Employing Office	2 Location	- Washington	n, DC			
d.	***************************************	***************************************		i. Organization Cod	e - AA0000K	i00	······································	•••••		
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		ORY STATUS  anager. Position requires the exercis								
(35) (January Supervisor/)  [5] [6] Lead P. Grade Evaluatirectives of [7] Team L. WLGE:  [5] [8] All Other Supervisor relationships and	ment Off Manager of osition lead ation Guid the application Pc eader. Pc G. er Position ORY CER that the postone ased for	ion meets the definition of Supervisor icial. Position meets the definition of the definition of Supervisor in 5.U.S ds a team performing one-grade interde (WLGEG) or is under a wage systemable pay system, sition leads a team performing two-gos. Position does not meet any of the TIFICATION—I certify that this is an ition is necessary to carry out government statutory purposes relating to appointment	f Management Offi i.C. 7103(a)(10), val work and meets an and meets similar rade interval work above definitions, a accurate statement of	cial in 5.U.S.C. 7103 s the minimum requirer and meets the minim This is a non-superv of the major duties and	I(a)(11), but decrements for appoints as specification requirements as specification is sortification is	plication of Part fied by those job mts for application agerial position.	GSSG definiti I of the Work standards or c on of Part II of its organization	ion of Leader other f the		
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Rvant I.	Nenn /	Chief of Staff		)		•	<del>.</del> .			
b. Signature  10. OFFICIAL standards publish  a. Promotion	CL SSI cd by he U Potential	C. Di (2) FICATION CERTIFICATION: 1 cs S. Office of Personnel Management or, if	htify that this position no published standar	as apply directly, colesi	aded as required stently want the	SATES by Tide 5 U.S. most applicable pu	blished standar	de de		
		motion potential © If position development potential to	grade:	***************************************	·g····	~~~~	s known prom	otion		
b. PSB Risk De  1 Low 2 Moderate 3 High Security Clearan Required: Yes	ce TS/SCI	c. Financial Disclosure Form OGE-450 Required OGE-278 Required No financial disclosure forms required	d. "Identical, Allocation This p  may be IA'ed may not be IA' finited to cu	ed	© NONEXI EXEMP (*check exe © Administ	EMPT © [* mption category	f. Func Classif Code			
g. Bargaining Unit Code 88888	© Medi © Extra	k, if applicable: cal Monitoring Required mural Resources Management Duties	s ( 0 % of time)	i. Classifier's Si	gnature		j. Date	<b>}</b>		
11. REMARKS		position is subject to random drug tes	img( )		***************************************					
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Appendix G: Employee G

Standard Form 50 Rev. 7/91 U.S. Office of Personnel Management FPM Supp. 296–33, Subch. 4

1. Name (Last, First, Middle)					2. Soci	al Security Nu	ımber	3. Date of Bir	th	4. Effective			
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5-C. Co ZLN		5-D. Legal Authorit P.L 95-190	ty			6-C. Coc	le	6-D. L	egal Authority				
5-E. Code 5-F. Legal Authority  7. FROM: Position Title and Number						6-E. Code 6-F. Legal Authority							
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(Note to Supervisors: Do you know of additional or confi	licting reasons for the emp	ployee's resignation/retiremen	t?	Пио
If "YES", please state these facts on	n a separate sheet and att	ach to SF 52.)	YES	∐ <sup>NO</sup>
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and the property of the second				
OGE 450 Not Required		4		
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Signed:, DEC	<b>3</b>			
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	Privecy Act	Statement		
You are requested to furnish a specific reason for your resignation forwarding address. Your reason may be considered in any future re-employment in the Federal service and may also be used to de unemployment compensation benefits. Your forwarding address you copies of any documents you should have or any pay or compensation.	e decision regarding your etermine your eligibility for will be used primarily to mail	with regard to employment of in section 8506 requires agencies service to the Secretary of Labo unemployment compensation p The furnishing of this informatio	to furnish the specific reason for or a State agency in connection rograms.  n is voluntary; however, failure to	r termination of Federal on with administration of o provide it may result in
This information is requested under authority of sections 301, 330 Code. Sections 301 and 3301 authorize OPM and agencies to is	الي.S. ناو.S. and 8506 of title 5. sue regulations	your not receiving: (1) your copi compensation due you; and (3) may be entitled.	es or mose documents you snot any unemployment compensati	no nave; (2) pay or other on benefits to which you
Reasons for Resignation/Retirement (NOTE: Your reageneralizations. Your resignation/retirement is effective.)	esons are used in determinive at the entit of the day #	ning possible unemployment i midnight - unless you specify	penefits. Please be specific otherwise.)	and avoid
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SF 52 (ETForme 4.4) Rev. 7/51 U.S. Office of Personnel Manage FPM Supp. 296-33, Subch. 3

SRO Approval

### REQUEST FOR PERSONNEL ACTION

Actions Requested	Administratively D	etermined Appointment	į				2. Request Nu IO-201	
3. For Additional Inform	etion Call (Name and Telephor	ne Number)	ı	.ocal Trac	king No:	·	4. Proposed E	
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5-A Code   5-B. Natur	2 A794.	•	-		re of Action	,		
207 87	45-19D			. "	Authority			
5-E. Code   5-F. Legal	Authority		6-E. Code	6-F. Legel	Authority			
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8. Pay Plan B. Occ. Code	O. Consider on Level 11. Shapp on 12. 1	otal Salary 13, Pay Bads	AD	Occ. Code 0301	18. Grade or Level 19	1. Step or 20.	Total Salary/Award	PA. Pay Basis
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2. Approvel: I certify that th	e Information entered on this form in optionce with statutory and regulate		Signature /	Q	Dent	ear	<b>[</b> (	etropy
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(Note to Supervisor	s: Do you know of ac If "YES", please stat	dditional or conflicting a these facts on a se	reasons for the emperate sheet and att	ployee's resignation/re ach to SF 52.)	drement?	YES	NO
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OGE 450	Not Required						
OGE 450	Required	100 mg (100 mg)		•			
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forwarding address. Your-employment in the Funemployment comparing you copies of any documentified.  This information is required.	unish a specific reason four reason may be consi- bur reason may be consi- bur reason may read may reation benefits. Your fo- ments you should have a sested under authority of td 3301 authorize OPM is	dered in any future decis also be used to determin nearding address will be or any pay or compensal sections 301, 3301, and	tion regarding your re your eligibility for used primarily to mail tion to which you are 1 8508 of title 5, U.S.	with regard to employm section 8506 requires a service to the Secretary unemployment comper The furnishing of this in your not receiving: (1) your	ent of individuals in the Figencies to furnish the spe or of Labor or a State agen- isation programs.  formation is voluntary; hor our copies of those docur- and (3) any unemployme	scific reason for to cy in connection v wever, failure to p nents you should	emination of Federal with administration of wovide it may result in have: (2) pay or ofter
1. Reasons for Resi	gnation/Retirement (f	NOTE: Your reasons	are used in determin		yment benefits. Pleas specify otherwise.)	e be specific a	nd avoid
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2. Effective Date	3. Your Signature		4. Date Signed	5. Forwarding Ac	dress (Number, Stree	t. City. State. 2	(IP Code)
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#### Message

From: Jackson, Ryan [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP

(FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=38BC8E18791A47D88A279DB2FEC8BD60-JACKSON, RY]

**Sent**: 4/16/2018 9:36:19 PM

To: Lyons, Troy [lyons.troy@epa.gov]; Bowman, Liz [Bowman.Liz@epa.gov]; Wilcox, Jahan [wilcox.jahan@epa.gov];

Palich, Christian [palich.christian@epa.gov]; Ringel, Aaron [ringel.aaron@epa.gov]

**Subject**: 4-11-2018 - FY19 Budget Hearing HOT TOPICS VRJ edits.docx **Attachments**: 4-11-2018 - FY19 Budget Hearing HOT TOPICS VRJ edits.docx

Use this version given that latest E&E story.

#### 13 POINTS MEMO: New Hire Approval Request

#### **AGENCY: Environmental Protection Agency**

#### **CANDIDATE INFORMATION** (To be completed by applicant)

- Name: Millan Hupp
  Phone: Ex. 6
  Email: Ex. 6
  Date of Birth: Personal Matters / Ex. 6
  Current Address: Ex. 6
  Social Security Number: Ex. 6
- 5 Year Salary History:
  - ° Ex. 6

Resume Required (Disregard if already submitted)

#### PROPOSED POSITION (To be completed by the White House Liaison)

- APPT TYPE (Schedule C, NC-SES, XS, AD): AD (GS-11 / Step 1)
- OFFICE: OA
- SUBOFFICE: Office of Scheduling and Advance
- **POSITION TITLE:** Deputy Director of Scheduling and Advance
- **REQUESTED EFFECTIVE DATE:** 3/5/17
- JOB DESCRIPTION: PDF Attached

# The White House Presidential Personnel Office SKC/SES BIO SHEET

This information is necessary to begin the clearance process. Return to White House Liaison when completed.

PARTI: PERSONAL 1. FULL NAME (Last, First, Middle):	BE COMPLETED BY THE CANDIDATE)  2. SOCIAL SECURITY NUMBER:						
Hupp, Millan Nicole			12.00	Ex. (			
3. CURRENT RESIDENTIAL ADDRESS	2 (Number Street Ci	ity Ctr	to ZID Codo				
Ex. 6		ity, Ota	ate, zir Code)	,			
EX. 0							
4. VOTING ADDRESS IN 2016 (Number	er, Street, City, State,	ZIP C	ode, if differer	nt than curi	rent address)		
5. PLACE OF BIRTH (City, State; if not	U.S., state, country)		GENDER		7. DATE OF BIRTH		
Personal Matters / Ex. 6		F	Female		Personal Matters / Ex. 6		
8. ETHNIC HERITAGE	_		9. RACE		10. POLITICAL PARTY		
European, Native American			Caucasian		Republican		
11. HOME PHONE	12. CELL PHONE		-	13. WORI	K PHONE		
N/A	Ex. 6		<u> </u>	N/A			
14. PERSONAL EMAIL		15. W	ORK EMAIL				
Ex. 6				Ex. 6			
16. CURRENT POSITION (Title, Compa	any)	17. WORK ADDRESS (Number, Street, City, State, Zip)					
Director of Operations,	Team Pruitt	15 W	est 6th Stre	et, Suite	2507, Tulsa, Ok 74119		
18. PLEASE LIST ALL SOCIAL MEDIA	ACCOUNTS (Or say	y none	if you have no	one)			
Facebook, Twitter ( Ex. 6	, Instagram ( <b>Ex</b> .	. 6	LinkedIn				
40 EDUOATION (D			*/**				
19. EDUCATION (Degree, Institution, Y	20. AWARDS N/A						
Bachelor of Science and Minor in Political Science, Oklahoma State University, 2014			IN/A				
Ocience, Okianoma State Onivers	sity, 2014						
21. MILITARY SERVICE (Rank, Branch, Years)			22. PREVIOUS PRESIDENTIAL APPOINTMENTS				
N/A			N/A				
PART II: POSITION INFO				/HITE HOL	JSE LIAISON)		
1. POSITION TITLE			2. AGENCY				
			Environmental Protection Agency				
2. APPOINTMENT TYPE	3. GRADE			4. OPM N	UMBER		
Schedule C	GS-11 Step 1						
5. WH LIAISON NAME	6. WH LIAISON PHONE			7. WH LIAISON EMAIL			
Charles Munoz 202-564-309			97 Munoz.Charles@epa.ge				

## Millan N. Hupp

### **Ex.** 6

#### Education

Oklahoma State University May 2014

Bachelor of Science: Hotel and Restaurant Administration. Minor: Political Science

#### Experience

Political Fundraising and Operations – Attorney General Scott Pruitt

February 2015 - present

July 2014-February 2015

August 2013-December 2013

Tulsa, OK

-Primary contact/liaison for Attorney General Pruitt's political team

Main interface between AG Pruitt and Republican Attorneys General Association

Main interface between AG Pruitt and donors and political contacts

-Execution of fundraising strategies for 501c3 and Leadership PAC

Aided in developing and executing fundraising plans and was responsible for collection of funds

Prepared briefings and messaging

-Staffing and scheduling for an elected official

-Relationship cultivation and management

Donors, organizations, lobbyists, constituents, principals

-Managed every aspect of a campaign operation

Donor file

Record keeping

Finance management/ compliance with state ethics and FEC

- -Inception to dissolution of two federal PACs and dissolution of a state committee
- -Experience in communications, social media, general consulting, solicitation and prospecting, and polling

Embassy Suites Nashville-Airport (Aimbridge Hospitality)

10 Century Boulevard, Nashville, TN 37214 615-871-0033

-Business Travel Sales Manager

Contract negotiation and RFP bids for local and national accounts

Responsible for meeting quarterly sales goals

Relationship building through community involvement and sales blitzes

Work with local contacts, Hilton national account owners, and utilize available resources to move market share

Act as liaison between the hotel and the community

Weekend Manager on Duty shifts

Oklahoma City Convention and Visitor's Bureau

123 Park Avenue OKC, OK 73012 405-297-8912

-Intern: Convention Services

Tasked with attending to walk-in and call-in orders for visitor information

Accompanied supervisors on site visits for potential conventions
Assigned many projects involving local and national organizations

Researched various methods for promoting tourism and city attractions

Westin San Francisco Market Street (Highgate Hotels)

June-July 2012

50 3<sup>rd</sup> Street San Francisco, CA 94103 415-974-6400

- Intern: Human Resources

Dealt in Microsoft Operating Systems, EV5, ADP Timesaver

Assisted in organization of associate appreciation events as well as hotel's participation in a city wide fundraiser (Leukemia & Lymphoma

Society: Million Dollar Mission)

Assisted in hotel wide communication through various methods including emails and postings

Attended operational meetings including union grievances, mediations, workers compensation, and safety

Eskimo Joes Restaurant August 2010-May 2014

501 West Elm Avenue Stillwater, OK 74074 405-372-8896

- Server Shift Leader

Worked my way to this position first starting out as host, then expeditor, then server, and finally server shift leader

Leadership/Activities/Service

Oklahoma Federation of Young Republicans

April 2016 - present

First District Vice-Chair

Liaison between county chapters and the executive team

Tulsa Republican Women's Club

March 2016 - present

Member

Oklahoma House PAC

Volunteered to assist with fundraisers during election cycle

## DEPUTY DIRECTOR OF SCHEDULING AND ADVANCE

#### INTRODUCTION

This position is located on the Advance and Scheduling Staff, in the Office of the Administrator. In this capacity, the incumbent serves as the Deputy Director of Scheduling for the Administrator and Deputy Administrator, responsible for strategic scheduling and operations for the Administrator and Deputy Administrator.

The incumbent of this position requested for Schedule C exception will not be able to adequately perform his duties without being privy to the political, personal, and management philosophies of the Administrator and Deputy Administrator. A confidential relationship of a Schedule C nature is imperative as the incumbent will speak for the Administrator and, as such, will be expected to reflect his/her philosophies in conversation with leading figures of the government, businesses and other groups. The incumbent will also be obliged to present the views of the Administrator and Deputy Administrator in correspondence and other communications with agency managers and program officials.

#### MAJOR DUTIES AND RESPONSIBILITIES

- 1. Serves as Deputy Director of Scheduling with the responsibility of leading the strategic operations for the Administrator. In this capacity, the incumbent serves as the Chair of the Administrator's Scheduling Review Team. Oversees the arrangements of trips, including all planning and advance arrangements, review of invitations, selection of speaking forums, and, in coordination with the Multi Media Operations and Services Staff and other offices, arranges for press conferences, television and other media appearances. This involves dealing with high ranking officials of the Agency, Congress, the White House, other Federal departments and agencies, State and local governments, scientific and research groups and associations, industry, public interest groups, foreign governments and the media.
- 2. Serves as personal representative for the Administrator in personal contacts with high ranking officials of the Agency, members of Congress, White House representatives, scientific and research groups and associations, foreign governments, and others. Ascertains the reasons for the visit and decides with the Deputy Chief of Staff to the Administrator whether the matter to be discussed is of sufficient importance to warrant the personal attention of the Administrator. In cases which require the Administrator's attention, the incumbent schedules appointments, determines which take precedence, decides when an appointment may be interrupted, cancelled, rescheduled, etc., without prior approval. When the matter does not require the personal attention of the Administrator but deals with highly technical or sensitive information, refers the matter to the proper official. On matters which are covered by established policies, explains procedures based on own knowledge of the Administrator's thinking.

- 3. Responsible for maintaining the Administrator's calendar, responding to invitations, and ensuring that necessary speeches and briefing materials are prepared.
- 4. Maintains the Administrator's daily calendar of appointments, establishing priorities and scheduling, shifting and declining appointments; accepting or declining requests for meetings. Collaborates with the Director for Advance and Scheduling Staff, Chief of Staff and Deputy Chiefs of Staff to the Administrator as needed.
- 5. Maintains a compilation of the Administrator's official weekly calendar and updates it for historical and official records.
- 6. Develops and maintains a master advance calendar of all meetings, conferences and travel involving the Administrator to assist in planning and coordinating his/her schedule and to utilize his/her time efficiently. This involves contact with key program officials in the Agency, as well as throughout the Executive and Legislative Branches of Government, public interest groups, etc.
- 7. Participates in top-level planning and policy discussions with the Director and Deputy Chiefs of Staff to the Administrator, as well as key Agency officials on matters relating to the Agency as a means to following up on decisions or requests for meetings or further action on appropriate issues.
- 8. Performs other related duties as assigned.

#### 13 POINTS MEMO: New Hire Approval Request

**AGENCY: Environmental Protection Agency** 

CANDIDATE INFORMATION	(To be comp	oleted by	applicant)

• Name: Albert Charles Kelly, Jr.

• Phone: Ex. 6

• Email: akelly@spiritbank.com

Date of Birth:
 Place of Birth

Personal Matters / Ex. 6

• Current Address Ex. 6

• Social Security Number Ex. 6

• 5 Year Salary History:

Ex. 6

Resume Required (Disregard if already submitted)

#### **PROPOSED POSITION** (To be completed by the White House Liaison)

• APPT TYPE (Schedule C, NC-SES, XS, AD): NC-SES Level 3

OFFICE: OASUBOFFICE: OA

• POSITION TITLE: Senior Advisor to the Administrator

• REQUESTED EFFECTIVE DATE: 3/27/17

• JOB DESCRIPTION: PDF Attached

# The White House Presidential Personnel Office SKC/SES BIO SHEET

This information is necessary to begin the clearance process. Return to White House Liaison when completed.

PART I: PERSONAL I	INFORMATION (TO	BEC					
1. FULL NAME (Last, First, Middle):		2.	2. SOCIAL SECURITY NUMBER:				
Kelly, Jr. Albert, Charles			<u> </u>	Ex. 6			
3. CURRENT RESIDENTIAL ADDRESS	S (Number, Street, C	City, Sta	ate, ZIP Cod	e)			
Ex. 6							
4. VOTING ADDRESS IN 2016 (Number	er, Street, City, State	, ZIP C	Code, if differ	ent than cur	rent address)		
Ex. 6							
5. PLACE OF BIRTH (City, State; if not	II.C. state country		6. GENDER		7. DATE OF BIRTH		
	O.S., State, Country)				[		
Personal Matters / Ex. 6			Male		Personal Matters / Ex. 6		
8. ETHNIC HERITAGE			9. RACE		10. POLITICAL PARTY		
Irish/German			White		Republican		
11. HOME PHONE	12. CELL PHONE				K PHONE		
Ex. 6	Ex. 6			918 2	957242		
14. PERSONAL EMAIL		15. W	WORK EMAIL				
		ake	lly@sp	iritbank	.com		
16. CURRENT POSITION (Title, Compa	any)	17. W	17. WORK ADDRESS (Number, Street, City, State, Zip)				
Chairman, SpiritBank		1800 S. Baltimore, Tulsa, Ok 74119					
18. PLEASE LIST ALL SOCIAL MEDIA ACCOUNTS (Or say none if you have none)							
Facebook, Linkedin, Twitter							
, ,			20. AWARDS				
		Several regular awards for involvement and leadership					
JD Univ of Okla 1980		leade	ersnip				
21. MILITARY SERVICE (Rank, Branch, Years) 2		22. PREVIOUS PRESIDENTIAL APPOINTMENTS					
		None					
PART II: POSITION INFO	DRMATION (TO BE			WHITE HOL	JSE LIAISON)		
1. POSITION TITLE 2.		1	2. AGENCY				
		Env	nvironmental Protection Agency				
2. APPOINTMENT TYPE	3. GRADE			4. OPM N	IUMBER		
NC-SES	Level 3						
5. WH LIAISON NAME	6. WH LIAISON PHONE				AISON EMAIL		
Charles Munoz	202-564-3097			Munoz	:.Charles@epa.gov		

## Request for Senior Executive Service Appointing Authority

Agency Name: ENVIRONMENTAL PROTECTION AGENC	Y <b>Print Date:</b> 05/02/2017
POC: HOWARD BARNETT Phone: (202) 56	4-0394 <b>Fax:</b> (202) 564-9612
Request No: EP170056 Request Type: APPOI	NTMENT
Appointment Authority: NONCAREER	
Extension: No Duration: ES Pay	Level: \$172,100 Temporary Allocation: No
Candidate: ALBERT KELLY	
Position No: EPES17017 Title: SENIOR AD	VISOR TO THE ADMINISTRATOR
Organization Name: OFFICE OF THE ADMINISTRATO	R
Recruited From: SAME BUREAU, SAME AGENCY	GEO Location: WASHINGTON
Current Title:	
Proposed Title:	
SES Endo	rsement Statement
General position and certify that the candidate managerial qualifications for the position.	e of Personnel Management. I certify that the position is a meets the professional/technical, executive and uitt, Administrator
Signature:	Date-Signed: 5/3/17
O Agency V	Vhite House Liaison
Name:Charles Munoz	Phone: 202-569-3097
Signature:	Phone: 202-569-3097  Date Signed: 5/3/11
O	PM USE ONLY
Check	the appropriate Box(es)
Your request for a new noncareer appointment authority pay level change is:	reassignment or Approved Approved with Modification *
Your request for a limited term emergency appointment a duration of is:	Disapproved Return without Action  * Modification
Your request for temporary space allocation	
Number of non-career allocations:	Percent of SES space allocation:%
OPM Approving Official:	Date Signed:
EMAIL: SERS@opm.gov	ATTENTION: Senior Executive Resource Services
Source: Office of Personnel Management	Report 1652 Version November 2008

## Albert C. Kelly, Jr. "Kell" Ex. 6 | akelly@spiritbank.com

#### EXECUTIVE MANAGEMENT / COMMUNITY LEADER

#### PROFESSIONAL SUMMARY

High energy, hardworking executive who builds winning teams by motivating to high levels of performance. Leads by example. Experience successfully leading companies, local, state and national organizations. Strategic thinker. Created a business culture which emphasizes the importance of relationships with both customers and employees.

#### **CORE COMPETENCIES**

Organization, Communication, Motivational Speaker, Strategic Planning, Business Planning, Business Development, Relationship Development, Sales Training, Incentive Planning and Implementing, Team Leadership, Government Relations, Issue Advocacy, Political Activity

#### CAREER OVERVIEW

SPIRITBANK BRISTOW, OK

1984-PRESENT

Chairman 2012-Present; President and CEO 1990-2014; Vice President 1984-1990

Lead the bank and affiliates, to align with the board's vision. Guide executives and high level officers through daily operations, special projects, and problem management. Balance objectives internally and externally to strengthen and sustain the bank. Provide the bank a local and national presence by representing the bank at public meetings, conferences, legislative events, and sponsored events. Work in tandem with the CFO to ensure financial reporting accuracy, efficiency, asset liability management and overall profitability of the organization. Grew the bank from one location with \$35 million in assets to a multiple location, multi-city bank reaching \$1.5 billion at its peak.

MCMILLAN, VASSAR & KELLY BRISTOW, OK

1980-1985

#### Partner

General practice of law including work in banking, domestic relationship law, contracts, personal injury, oil and gas, and real estate.

ASSISTANT DISTRICT ATTORNEY, CREEK & OKFUSKEE COUNTIES, OK

1982-1984

### Assistant District Attorney

Responsible for prosecution of all types of criminal violations including docket management, jury and non-jury trials and office administration.

#### **BENCHMARKS & MILESTONES**

#### EXECUTIVE MANAGEMENT/LEADERSHIP

- Co-founder and Co-Chairman of TRUST (Transportation Revenue Used Strictly For Transportation)
  Statewide transportation coalition, chiefly responsible for dramatic increase instate transportation revenue being expended on roadways and bridges
- Chairman of the Oklahoma Turnpike Authority: Responsible for administration of 606 miles of turnpike system in Oklahoma. The bond rating for the Oklahoma Turnpike Authority is one the highest in the nation and the value provided its customer is one of the least costly in the country
- Founded and led the SpiritBank Ambassador Program which educated selected SpiritBankers on the legislative process and provided issue advocacy on strategically important legislation for the state
- Founding director of Retired Educators for Agriculture Program; a statewide program to provide high school and college students with hands-on agriculture-related internships
- Served on City of Bristow Park Board and helped lead a \$4 million renovation of Bristow's City Park by raising all money from private sources
- Completed Board terms on the Oklahoma State Chamber of Commerce, Tulsa Chamber Of Commerce, Oklahoma Institute for Child Advocacy, Salvation Army, Oklahoma Policy Institute, Opportunity

Oklahoma, Oklahoma Center for Non-Profits, Bristow Park Board.

• Manager of Family Cattle Ranch responsible for daily care of approximately 200 head of cattle

#### BANKING/FINANCE

- Past Chairman of the American Bankers Association which represents over 5,000 banks nationwide
- Past Chairman of American Bankers Association Community Bankers Council which is the arm or the American Bankers Association Grass Roots Advocacy effort which organized and energized the rank and file bankers into a national lobby effort
- Served on American Bankers Association Board of Director for 8 years
- Past Chairman of the Oklahoma Bankers Association responsible for the representation of the over 250 banks then in Oklahoma

## OTHER ASSOCIATIONS

Young Presidents Organization Oklahoma Bar Association American Bar Association Bristow Rotary Club NAACP Life Member American Bankers Association Oklahoma Bankers Association Bristow Chamber of Commerce Tulsa Chamber of Commerce Bristow Historical Society

#### **EDUCATION**

Juris Doctorate, University of Oklahoma, Bachelor of Business Administration, University of Oklahoma

#### SENIOR ADVISOR TO THE ADMINISTRATOR

#### Supervisory Controls

Receives broad general direction and policy guidance from the Administrator. Within this framework, the incumbent is allowed wide latitude in the exercise of initiative and judgment in performing assigned duties in a highly independent manner. Work is subject to review only for attainment of overall objectives and compliance with broad policies.

### Major Duties and Responsibilities

- 1. Serves as Senior Advisor to the Administrator. In this capacity, incumbent serves as a financial advisor to the Administrator. Provides advice concerning internal and external Agency financial policy efforts for the Agency and recommends appropriate courses of action.
- 2. Renders financial advice to identify and analyze emerging legislation and regulatory issues of interest to the Administrator. Maintains a continuing awareness of regulations and the policies and programs supported by the Administration and the Congress in order to make recommendations to the Administrator. Represents the Agency in numerous working groups and before various stakeholders to ensure financial policy issues are addressed.
- 3. Keeps abreast of new developments within and outside the Federal sector pertaining to assigned areas of expertise and provides financial advice and options to the Administrator on strategies to accommodate such developments. Exercises a high degree of initiative in determining suitable alternative solutions with officials of other Federal agencies, state and local governments charged with similar responsibilities.
- 4. Provides advice to the Administrator and identifies problem areas, develops and recommends solutions and specific policies in relation to highly urgent and sensitive operational and/or financial management matters. Arranges for the implementation of specific policies and recommendations, including making action assignments to the appropriate organizational element.
- 5. Advises the Administrator as to significant observations and presents background information, personal opinions, and advice concerning program responsibilities and operations. As directed, provides direction to and/or leads staff in the analysis of financial management problems or issues reaching the Administrator's Office.
- 6. Ensures that the Agency's management team is informed of and given an opportunity to comment on proposed actions or decisions affecting their offices of responsibilities. Encourages consultation and communication throughout the Agency to ensure collaboration and

understanding of key financial management issues. Represents the Administrator in discussions with key members of the Agency in conveying the Administration's point of view, desired emphasis, and goals. Recommends new approaches to problems and objectives and enlists cooperation and contributions from Agency staffs.

- 7. Represents the Administrator and the Agency at all levels of government, including Federal, state, municipal, and county agencies as well as private industry and citizen groups. Applies a broad and comprehensive knowledge of problems involved in effective relationships between various government levels, private industry, and citizenry in striving to promote plans and programs of personal concern to the Administrator and special significance to the national environmental protection effort. Stimulates interest, elicits support, works out agreements at all these levels, and advises the Administrator on courses of action which should be taken.
- 8. Attends conferences for and with the Administrator, assesses the impact and subsequent relevance of all matters discussed, and suggests to the Administrator possible avenues of approach. Follows up by conferring with the Assistant and Regional Administrators and/or their offices, discussing these issues and providing them with information developed through personal contacts.
- 9. Performs other duties as assigned.

From: Jackson, Ryan [jackson.ryan@epa.gov]

**Sent**: 4/9/2018 7:36:31 PM

To: Ferguson, Lincoln [ferguson.lincoln@epa.gov]; Greenwalt, Sarah [greenwalt.sarah@epa.gov]

CC: Wilcox, Jahan [wilcox.jahan@epa.gov]; Kelly, Albert [kelly.albert@epa.gov]; Leopold, Matt [Leopold.Matt@epa.gov]

**Subject**: RE: response needed ASAP

Absolutely. Sorry for the delay.

From: Ferguson, Lincoln

Sent: Monday, April 9, 2018 3:18 PM

To: Greenwalt, Sarah < greenwalt.sarah@epa.gov>

Cc: Wilcox, Jahan <wilcox.jahan@epa.gov>; Jackson, Ryan <jackson.ryan@epa.gov>; Kelly, Albert

<kelly.albert@epa.gov>; Leopold, Matt <Leopold.Matt@epa.gov>

Subject: RE: response needed ASAP

The article was just posted. We need to get this out ASAP – Ryan, do you approve?

From: Greenwalt, Sarah

Sent: Monday, April 9, 2018 3:15 PM

To: Ferguson, Lincoln <ferguson.lincoln@epa.gov>

Cc: Wilcox, Jahan < wilcox.jahan@epa.gov>; Jackson, Ryan < jackson.ryan@epa.gov>; Kelly, Albert

<kelly.albert@epa.gov>; Leopold, Matt <Leopold.Matt@epa.gov>

Subject: Re: response needed ASAP

Good with me.

Sent from my iPhone

On Apr 9, 2018, at 3:10 PM, Ferguson, Lincoln < ferguson.lincoln@epa.gov > wrote:

#### Proposed response:

"Administrator Pruitt had zero knowledge of the amount of the raises, nor the process by which they transpired. These kind of personnel actions are handled by myself, EPA's HR officials and PPO." – Ryan Jackson, Chief of Staff

From: Greenwalt, Sarah

Sent: Monday, April 9, 2018 2:36 PM

To: Wilcox, Jahan <wilcox.jahan@epa.gov>; Ferguson, Lincoln <ferguson.lincoln@epa.gov>; Jackson,

Ryan < jackson.ryan@epa.gov>

Subject: Fwd: response needed ASAP

Sent from my iPhone

## Begin forwarded message:

From: Elaina Plott < eplott@theatlantic.com > Date: April 9, 2018 at 2:24:03 PM EDT

To: <u>Greenwalt.sarah@epa.gov</u> Subject: response needed ASAP

Hi Sarah,

I have two sources confirming that you wrote in an email to HR that Pruitt did, in fact, sign off on her raise

Is this accurate? If so, do you have comment?

Yours, Elaina Ford, Hayley [ford.hayley@epa.gov]

From:

9/20/2017 2:04:16 PM Sent: To: Greenwalt, Sarah [greenwalt.sarah@epa.gov] FW: cover letter, writing sample, and resume attached Subject: Attachments: Ex. 6 cover letter EPA.docx; Ex. 6 short writing sample Environmental Protection and Environmental Justice in Indian Country 08102017.docx; Ex. 6 Resume08212017.docx Hey! The Administrator wanted me to send you this. He wrote a note saying "Let's try to help this young lady." Can you handle? Thanks! Hayley Ford Deputy White House Liaison Office of the Administrator Environmental Protection Agency Room: 3309C William Jefferson Clinton North ford.hayley@epa.gov Phone: 202-564-2022 Cell: **Ex.6** ----Original Message----From: Jackson, Ryan Sent: Wednesday, September 20, 2017 9:13 AM To: Hupp, Millan <hupp.millan@epa.gov>; Ford, Hayley <ford.hayley@epa.gov> Subject: FW: cover letter, writing sample, and resume attached Let's raise this to SP's attention. ----Original Message----From: Hope, Brian Sent: Tuesday, September 19, 2017 11:29 PM To: Jackson, Ryan <jackson.ryan@epa.gov>; Woodward, Cheryl <Woodward.Cheryl@epa.gov> Subject: FW: cover letter, writing sample, and resume attached ----Original Message----Ex.6 Sent: Tuesday, September 19, 2017 10:16 PM To: Pruitt, Scott <Pruitt.Scott@epa.gov> Subject: cover letter, writing sample, and resume attached Hi Administrator Pruitt, I am in my third year of law school now. I have applied to the EPA Honors Program in D.C. and have put you down as a reference. Previously you wrote a recommendation letter for me when I was applying to the University of Tulsa College of Law. I hope you are doing well. Thanks for leading the EPA. Thanks, Ex. 6 >> I have attached my cover letter, writing sample, and resume. >> Thanks, >> Ex. 6

From: Wooden-Aguilar, Helena [Wooden-Aguilar.Helena@epa.gov]

**Sent**: 1/4/2018 6:40:31 PM

To: Greenwalt, Sarah [greenwalt.sarah@epa.gov]

CC: Hupp, Millan [hupp.millan@epa.gov]

**Subject**: Re: Greenwalt/McMurray

There is. My recommendation would be that you be converted to AD, similar to Lincoln and now Forrest, and then you can be provided an increase in salary.

Helena Wooden-Aguilar
Acting Deputy Chief of Staff
Office of the Administrator
U.S. Environmental Protection Agency
202-564-0792 (office)

Ex. 6 (mobile)
wooden-aguilar.helena@epa.gov

On Jan 4, 2018, at 1:30 PM, Greenwalt, Sarah <greenwalt.sarah@epa.gov> wrote:

Helena,

Given that my portfolio is being expanded I thought there was an opportunity for an increase in salary. Can you help me figure out why that's not even being discussed?

Thank you ma'am.

Sent from my iPhone

On Jan 4, 2018, at 12:41 PM, Wooden-Aguilar, Helena < Wooden-Aguilar. Helena@epa.gov > wrote:

FYI only.

Helena Wooden-Aguilar
Acting Deputy Chief of Staff
Office of the Administrator
U.S. Environmental Protection Agency
202-564-0792 (office)
Ex. 6 mobile)
wooden-aguilar.helena@epa.gov

Begin forwarded message:

From: "Allen, Reginald" < Allen.Reginald@epa.gov>

Date: January 4, 2018 at 11:39:08 AM EST

To: "Wooden-Aguilar, Helena" < Wooden-Aguilar. Helena@epa.gov>

Subject: FW: Greenwalt/McMurray

#### Reginald E. Allen, SES

Assistant Deputy Chief of Staff
U.S. Environmental Protection Agency
Office 202-564-0444
Direct 202-564-1029
Cell Ex. 6

From: Munoz, Charles

Sent: Thursday, January 4, 2018 10:03 AM

To: Allen, Reginald < Allen, Reginald@epa.gov>; Barnett, Howard

<<u>Barnett.Howard@epa.gov</u>>; Lesperance, Twanna <<u>Lesperance.Twanna@epa.gov</u>>; Miles, Ramona

<<u>Miles.Ramona@epa.gov</u>>; Munoz, Charles <<u>munoz.charles@epa.gov</u>>;

Peppins, Felicia < Peppins. Felicia@epa.gov>

Subject: Greenwalt/McMurray

All,

I've been asked to change Sarah Greenwalt's title to, "Senior Counsel to the Administrator". We won't be changing her salary and will be keeping her a Schedule C appointee.

Also, attached is a binder for Forrest McMurray. On top of a salary and title change, we need to convert Forrest from a Schedule C to an AD appointee.

Please let me know of any questions.

Thank you,

Charles Munoz White House Liaison Environmental Protection Agency 202-380-7967

<Greenwalt\_Sarah\_SC\_Binder.pdf>
<McMurray Forrest UPDATED Binder.pdf>

From: Barja, Kyle [Barja.Kyle@epa.gov]

**Sent**: 4/10/2018 12:35:44 PM

To: Greenwalt, Sarah [greenwalt.sarah@epa.gov]

CC: Munoz, Charles [munoz.charles@epa.gov]; Taylor, Jeremy [Taylor.Jeremy@epa.gov]; Carr, Dorothy

[Carr.Dorothy@epa.gov]

**Subject**: Conditions Related to AD Appointment **Attachments**: Appointment Memo - Greenwalt .docx

Hi Sarah,

Please review the attached memo for information regarding your new AD appointment and reply to this email to acknowledge the conditions of the appointment. Let me know if you have any questions.

Sincerely, Kyle

Kyle Barja HR Specialist U.S. Environmental Protection Agency OARM/HRMD-RTP 109 T.W. Alexander Drive, Mail Code C639-02 Research Triangle Park, NC 27711 Phone: (919) 541-2477 Fax: (919) 541-2186

SERVE SOINE COMABORATE



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#### UNITED STATES ENVIRONMENTAL PROTECTION AGENCY



OFFICE OF ADMINISTRATION AND RESOURCES MANAGEMENT

April 10, 2018

#### **MEMORANDUM**

**SUBJECT:** Conversion to AD Appointment

**FROM:** Kyle Barja,

HR Specialist, RTP Shared Service Center

**TO:** Sarah Greenwalt

You have been selected for a new appointment with the U.S. Environmental Protection Agency. This memorandum is to officially inform you of your position of Attorney-Adviser to the Administrator, AD-0905-00.

This position is an Excepted Service Administratively Determined (AD) position. Pursuant to the authority vested in the Administrator under Public Law 95-190, your compensation for this position has been set at \$109,900 per annum. Your acceptance of this position means that: (1) your position is not in the competitive service; (2) you will serve at the pleasure of the Administrator; and (3) termination of your appointment may occur at any time upon notice thereof. During a change in Administration, each position is generally reviewed on a case-by-case basis to determine if they meet the needs of the new Administration's goals and objectives for the Agency.

#### **Information About Your Position**

- The effective date of your new appointment will be April 10, 2018.
- Your annual salary will change to \$109,900.
- Your position is located in the Office of the Administrator; Washington, DC.
- You will continue to work a full-time schedule.
- Your elected employee benefits will carry over from your previous AD appointment to this one. Because you are a current EPA employee, you cannot make any changes to your elected benefits until the scheduled open season period. If you have any questions regarding employee benefits, please contact Nigel Tillman at tillman.nigel@epa.gov or 919-541-2070.

If you have questions, please feel free to contact me at <u>barja.kyle@epa.gov</u> or 919-541-2477.

Please reply to this email to acknowledge the conditions of your new appointment.

From: Wooden-Aguilar, Helena [Wooden-Aguilar.Helena@epa.gov]

**Sent**: 3/7/2018 1:34:27 AM

**To**: Greenwalt, Sarah [greenwalt.sarah@epa.gov]

Subject: Re: Senior Counsel Position - Salary

#### Good for you.

Helena Wooden-Aguilar
Acting Deputy Chief of Staff
Office of the Administrator
U.S. Environmental Protection Agency
202-564-0792 (office)
Ex. 6 (mobile)
wooden-aguilar.helena@epa.gov

On Mar 6, 2018, at 4:32 PM, Greenwalt, Sarah <greenwalt.sarah@epa.gov> wrote:

FYI

#### Sarah A. Greenwalt

U.S. Environmental Protection Agency
Work: 202-564-1722 | Cell: Ex. 6
Greenwalt Sarah@epa.gov

From: Greenwalt, Sarah

**Sent:** Tuesday, March 6, 2018 4:32 PM **To:** Jackson, Ryan < <u>jackson.ryan@epa.gov</u>> **Subject:** Senior Counsel Position - Salary

Ryan –

Thank you for talking with me yesterday about my increase in salary related to this position. As we discussed, the position of Senior Counsel to the Administrator comes with an increase in portfolio, scope of duties, and responsibilities. For example, I will no longer be limited to advising on issues relating to water and cross-cutting issues, but will counsel on issues spanning the substantive breadth of the agency. This will include giving counsel on litigation strategies; White House initiatives and special projects; a multitude of internal policy discussions ranging from air, water, land, and other priorities; planning the agency's substantive international agenda, and leading collaboration on interagency projects with various Departments including the State Department, Department of Commerce, and Department of Interior among others. The Administrator has stated that I will continue to be his proxy at international events and meetings as necessary, but will also now serve as his representative in a variety of domestic matters as well.

We also discussed an appropriate level of salary. As I mentioned, the Plum Book is filled with examples of appropriate salaries for a Senior Counsel position that should inform these discussions. As you know, I will be Senior Counsel to the Administrator directly rather than to a subordinate of the Administrator. Similar positions (i.e. Senior Counselor to the Secretary of Health and Human

Services, Senior Counsel to the Secretary at DHS, and Senior Counselor at Department of Transportation) are set at the NC SES level. In fact, I have not found a "Senior Counsel" position listed at less than a GS 15, and those that are at GS 15 are Senior Counsel positions that report to a subordinate rather than a principal. (See OCFO's office at the Department of Agriculture and the Senior Counsel to the General Counsel in Department of Commerce).

Based on the increased duties and responsibilities, the market price of my skills, examples found in the Plum Book, and the salaries of other similarly situated colleagues, I am requesting a salary of \$150,000. This would put me roughly at a GS 15, Step 5 according to the 2018 table. This adjustment in salary would be commensurate with my skills and level of responsibility.

Please let me know if you intend to take a different approach.

Thank you.

#### Sarah A. Greenwalt

U.S. Environmental I	Protec	tion Agency	
Work: 202-564-1722	Cell:	Ex. 6	
<u>Greenwalt.Sarah@ep</u>	<u>a.gov</u>		

From: Greenwalt, Sarah [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP

(FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=6C13775B8F424E90802669B87B135024-GREENWALT,]

**Sent**: 3/6/2018 10:34:08 PM

To: Hupp, Millan [hupp.millan@epa.gov]
Subject: Fwd: Senior Counsel Position - Salary

For your awareness.

Sent from my iPhone

Begin forwarded message:

From: "Greenwalt, Sarah" <greenwalt.sarah@epa.gov>

Date: March 6, 2018 at 4:31:42 PM EST

To: "Jackson, Ryan" < iackson.ryan@epa.gov > Subject: Senior Counsel Position - Salary

Ryan -

Thank you for talking with me yesterday about my increase in salary related to this position. As we discussed, the position of Senior Counsel to the Administrator comes with an increase in portfolio, scope of duties, and responsibilities. For example, I will no longer be limited to advising on issues relating to water and cross-cutting issues, but will counsel on issues spanning the substantive breadth of the agency. This will include giving counsel on litigation strategies; White House initiatives and special projects; a multitude of internal policy discussions ranging from air, water, land, and other priorities; planning the agency's substantive international agenda, and leading collaboration on interagency projects with various Departments including the State Department, Department of Commerce, and Department of Interior among others. The Administrator has stated that I will continue to be his proxy at international events and meetings as necessary, but will also now serve as his representative in a variety of domestic matters as well.

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Based on the increased duties and responsibilities, the market price of my skills, examples found in the Plum Book, and the salaries of other similarly situated colleagues, I am requesting a salary of \$150,000. This would put me roughly at a GS 15, Step 5 according to the 2018 table. This adjustment in salary would be commensurate with my skills and level of responsibility.

Please let me know if you intend to take a different approach.

Thank you.

Sarah A. Greenwalt

U.S. Environmental Protection Agency
Work: 202-564-1722 | Cell: **Ex. 6** 

Greenwalt.Sarah@epa.gov

From: Greenwalt, Sarah [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP

(FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=6C13775B8F424E90802669B87B135024-GREENWALT,]

**Sent**: 3/6/2018 9:32:07 PM

To: Kelly, Albert [kelly.albert@epa.gov]
Subject: FW: Senior Counsel Position - Salary

FYI

#### Sarah A. Greenwalt

U.S. Environmental Protection Agency
Work: 202-564-1722 | Cell: **Ex. 6**Greenwalt.Sarah@epa.gov

From: Greenwalt, Sarah

Sent: Tuesday, March 6, 2018 4:32 PM
To: Jackson, Ryan <jackson.ryan@epa.gov>
Subject: Senior Counsel Position - Salary

Ryan -

Thank you for talking with me yesterday about my increase in salary related to this position. As we discussed, the position of Senior Counsel to the Administrator comes with an increase in portfolio, scope of duties, and responsibilities. For example, I will no longer be limited to advising on issues relating to water and cross-cutting issues, but will counsel on issues spanning the substantive breadth of the agency. This will include giving counsel on litigation strategies; White House initiatives and special projects; a multitude of internal policy discussions ranging from air, water, land, and other priorities; planning the agency's substantive international agenda, and leading collaboration on interagency projects with various Departments including the State Department, Department of Commerce, and Department of Interior among others. The Administrator has stated that I will continue to be his proxy at international events and meetings as necessary, but will also now serve as his representative in a variety of domestic matters as well.

We also discussed an appropriate level of salary. As I mentioned, the Plum Book is filled with examples of appropriate salaries for a Senior Counsel position that should inform these discussions. As you know, I will be Senior Counsel to the Administrator directly rather than to a subordinate of the Administrator. Similar positions (i.e. Senior Counselor to the Secretary of Health and Human Services, Senior Counsel to the Secretary at DHS, and Senior Counselor at Department of Transportation) are set at the NC SES level. In fact, I have not found a "Senior Counsel" position listed at less than a GS 15, and those that are at GS 15 are Senior Counsel positions that report to a subordinate rather than a principal. (See OCFO's office at the Department of Agriculture and the Senior Counsel to the General Counsel in Department of Commerce).

Based on the increased duties and responsibilities, the market price of my skills, examples found in the Plum Book, and the salaries of other similarly situated colleagues, I am requesting a salary of \$150,000. This would put me roughly at a GS 15, Step 5 according to the 2018 table. This adjustment in salary would be commensurate with my skills and level of responsibility.

Please let me know if you intend to take a different approach.

Thank you.

#### Sarah A. Greenwalt

U.S. Environmental Protection Agency
Work: 202-564-1722 | Cell: **Ex. 6**Greenwalt.Sarah@epa.gov

From: Greenwalt, Sarah [greenwalt.sarah@epa.gov]

**Sent**: 7/6/2017 6:42:23 PM

**To**: Ford, Hayley [ford.hayley@epa.gov]

**Subject**: Re: Schedule C Appointment

That's wonderful, thank you Hayley for shepherding this through. Thanks to Charles as well.

See you soon!

Sent from my iPhone

On Jul 6, 2017, at 1:38 PM, Ford, Hayley <ford.hayley@epa.gov> wrote:

Hi Sarah,

Hope the visit in Alabama is going well! We got final approval from PPO and OPM for your Schedule C conversion. You will be hearing form Howard Barnett in HR shortly with a new offer letter that you'll have to sign and return to him. Your new salary of \$107,435 should go into effect shortly – he will likely make it effective Monday but the offer letter will indicate as such.

You will also be required to sign the President's Ethics pledge now that you are an official presidential appointee. Justina Fugh will send that to you shortly.

Let me know if you have any questions - thanks!

## Hayley Ford

Deputy White House Liaison
Office of the Administrator
Environmental Protection Agency

Room: 3309C William Jefferson Clinton North

ford.hayley@epa.gov Phone: 202-564-2022 Cell **Ex. 6** 

From: Greenwalt, Sarah [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=6C13775B8F424E90802669B87B135024-GREENWALT,] Sent: 9/20/2017 3:34:50 PM Ford, Hayley [ford.hayley@epa.gov] To: Subject: RE: cover letter, writing sample, and resume attached Yes ma'am, thank you. Sarah A. Greenwalt Senior Advisor to the Administrator for Water and Cross-Cutting Issues U.S. Environmental Protection Agency Work: 202-564-1722|Cell: **Ex. 6** Greenwalt.Sarah@epa.gov ----Original Message----From: Ford, Hayley Sent: Wednesday, September 20, 2017 10:04 AM To: Greenwalt, Sarah < greenwalt.sarah@epa.gov> Subject: FW: cover letter, writing sample, and resume attached Hey! The Administrator wanted me to send you this. He wrote a note saying "Let's try to help this young lady." Can you handle? Thanks! Hayley Ford Deputy White House Liaison Office of the Administrator Environmental Protection Agency Room: 3309C William Jefferson Clinton North ford.hayley@epa.gov Phone: 202-564-2022 Cell: **Ex. 6** Ex. 6 ----Original Message----From: Jackson, Ryan Sent: Wednesday, September 20, 2017 9:13 AM To: Hupp, Millan <hupp.millan@epa.gov>; Ford, Hayley <ford.hayley@epa.gov> Subject: FW: cover letter, writing sample, and resume attached Let's raise this to SP's attention. ----Original Message----From: Hope, Brian Sent: Tuesday, September 19, 2017 11:29 PM To: Jackson, Ŕyan <jackson.ryan@epa.gov>; Woodward, Cheryl <Woodward.Cheryl@epa.gov> Subject: FW: cover letter, writing sample, and resume attached ----Original Message----Ex. 6 <u></u>@gmail.com] Sent: Tuesday, September 19, 2017 10:16 PM To: Pruitt, Scott <Pruitt.Scott@epa.gov> Subject: cover letter, writing sample, and resume attached Hi Administrator Pruitt, I am in my third year of law school now. I have applied to the EPA Honors Program in D.C. and have put you down as a reference. Previously you wrote a recommendation letter for me when I was applying to the University of Tulsa College of Law. I hope you are doing well. Thanks for leading the EPA. Thanks, Ex. 6 >> I have attached my cover letter, writing sample, and resume. >>

>> Thanks, >> >> **Ex. 6** 

From: Greenwalt, Sarah [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP

(FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=6C13775B8F424E90802669B87B135024-GREENWALT,]

**Sent**: 4/3/2018 1:24:54 PM

To: Daniell, Kelsi [daniell.kelsi@epa.gov]
Subject: Fwd: Senior Counsel Position - Salary

Sent from my iPhone

Begin forwarded message:

From: "Greenwalt, Sarah" < greenwalt.sarah@epa.gov>

Date: March 6, 2018 at 2:31:42 PM MST
To: "Jackson, Ryan" < <u>jackson.ryan@epa.gov</u>>
Subject: Senior Counsel Position - Salary

Ryan -

Thank you for talking with me yesterday about my increase in salary related to this position. As we discussed, the position of Senior Counsel to the Administrator comes with an increase in portfolio, scope of duties, and responsibilities. For example, I will no longer be limited to advising on issues relating to water and cross-cutting issues, but will counsel on issues spanning the substantive breadth of the agency. This will include giving counsel on litigation strategies; White House initiatives and special projects; a multitude of internal policy discussions ranging from air, water, land, and other priorities; planning the agency's substantive international agenda, and leading collaboration on interagency projects with various Departments including the State Department, Department of Commerce, and Department of Interior among others. The Administrator has stated that I will continue to be his proxy at international events and meetings as necessary, but will also now serve as his representative in a variety of domestic matters as well.

We also discussed an appropriate level of salary. As I mentioned, the Plum Book is filled with examples of appropriate salaries for a Senior Counsel position that should inform these discussions. As you know, I will be Senior Counsel to the Administrator directly rather than to a subordinate of the Administrator. Similar positions (i.e. Senior Counselor to the Secretary of Health and Human Services, Senior Counsel to the Secretary at DHS, and Senior Counselor at Department of Transportation) are set at the NC SES level. In fact, I have not found a "Senior Counsel" position listed at less than a GS 15, and those that are at GS 15 are Senior Counsel positions that report to a subordinate rather than a principal. (*See* OCFO's office at the Department of Agriculture and the Senior Counsel to the General Counsel in Department of Commerce).

Based on the increased duties and responsibilities, the market price of my skills, examples found in the Plum Book, and the salaries of other similarly situated colleagues, I am requesting a salary of \$150,000. This would put me roughly at a GS 15, Step 5 according to the 2018 table. This adjustment in salary would be commensurate with my skills and level of responsibility.

Please let me know if you intend to take a different approach.

Thank you.

Sarah A. Greenwalt

U.S. Environmental Protection Agency
Work: 202-564-1722 | Cell: **Ex. 6**Greenwalt.Sarah@epa.gov

From: Greenwalt, Sarah [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP

(FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=6C13775B8F424E90802669B87B135024-GREENWALT,]

**Sent**: 2/28/2018 1:31:26 PM

To: Hupp, Millan [hupp.millan@epa.gov]
Subject: Fwd: OF-306 Needed for Reassignment

Sent from my iPhone

Begin forwarded message:

From: "Barja, Kyle" < <a href="mailto:Barja.Kyle@epa.gov">Barja.Kyle@epa.gov</a>>
Date: February 28, 2018 at 8:27:09 AM EST

To: "Greenwalt, Sarah" <greenwalt.sarah@epa.gov>
Subject: RE: OF-306 Needed for Reassignment

Good morning Sarah,

I checked with the EPA's White House Liaison, Charles Munoz, and he confirmed that your salary will not be changing with this personnel action.

Thanks, Kyle

Kyle Barja HR Specialist U.S. Environmental Protection Agency OARM/HRMD-RTP 109 T.W. Alexander Drive, Mail Code C639-02 Research Triangle Park, NC 27711 Phone: (919) 541-2477 Fax: (919) 541-2186



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From: Greenwalt, Sarah

**Sent:** Tuesday, February 27, 2018 10:51 AM **To:** Barja, Kyle <<u>Barja.Kyle@epa.gov</u>>

Subject: RE: OF-306 Needed for Reassignment

Thank you Kyle. I'd be happy to touch base with Ryan as well if that would be helpful.

#### Sarah A. Greenwalt

U.S. Environmental Protection Agency Work: 202-564-1722 | Cell: 202-816-1388

Greenwalt.Sarah@epa.gov

From: Barja, Kyle

Sent: Tuesday, February 27, 2018 10:49 AM

To: Greenwalt, Sarah < greenwalt.sarah@epa.gov > Subject: RE: OF-306 Needed for Reassignment

The documentation that was submitted for you to my office was only for a reassignment. I'll touch base with AO and get back to you ASAP.

Thanks, Kyle

Kyle Barja
HR Specialist
U.S. Environmental Protection Agency
OARM/HRMD-RTP
109 T.W. Alexander Drive, Mail Code C639-02
Research Triangle Park, NC 27711
Phone: (919) 541-2477 Fax: (919) 541-2186

## 

## serve, solve, collaborate.



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From: Greenwalt, Sarah

Sent: Tuesday, February 27, 2018 10:45 AM To: Barja, Kyle <<u>Barja.Kyle@epa.gov</u>>

Subject: RE: OF-306 Needed for Reassignment

Thank you Kyle, I will work on this expeditiously. I have not seen any documentation that will reflect an increase in salary as previously discussed with the Administrator. Can you please send that documentation as well before I fill out this form?

Many thanks.

From: Barja, Kyle

Sent: Tuesday, February 27, 2018 7:57 AM

To: Greenwalt, Sarah < greenwalt.sarah@epa.gov > Subject: RE: OF-306 Needed for Reassignment

Hi Sarah,

I'm following up on the request below. Please return your OF-306 to me as soon as possible. Let me know if you have any questions.

Thanks, Kyle

Kyle Barja HR Specialist U.S. Environmental Protection Agency OARM/HRMD-RTP 109 T.W. Alexander Drive, Mail Code C639-02 Research Triangle Park, NC 27711 Phone: (919) 541-2477 Fax: (919) 541-2186



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From: Barja, Kyle

Sent: Friday, February 16, 2018 3:14 PM

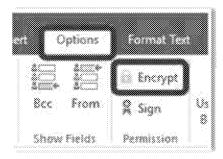
To: Greenwalt, Sarah < greenwalt.sarah@epa.gov>

Subject: OF-306 Needed for Reassignment

Sarah,

As a result of a personnel action we have received at the Shared Service Center requesting to reassign you to the position of Senior Counsel to the Administrator, it is required that you complete a <u>Declaration</u> for Federal Employment (Form OF-306).

Please complete and sign item 17a of the OF-306 then scan it back to me so I can forward it to the Personnel Security Branch (PSB). Please encrypt your message to ensure the security of your personal identifying information.



The personnel action cannot be made effective until PSB has confirmed that they have the documents required for the investigation process. I will contact you after you are released from PSB to set your effective date.

#### Also, can you please email me a scanned copy of your Bar Membership Card?

Thank you, Kyle

Kyle Barja HR Specialist U.S. Environmental Protection Agency OARM/HRMD-RTP 109 T.W. Alexander Drive, Mail Code C639-02 Research Triangle Park, NC 27711 Phone: (919) 541-2477 Fax: (919) 541-2186



SERVE, SOLVE, COLLABORATE



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 From:
 Barja, Kyle

 To:
 Miller, Andre

 Subject:
 FW: Hupp: SF - 306

**Date:** Monday, May 21, 2018 12:31:54 PM

Kyle Barja HR Specialist U.S. Environmental Protection Agency OARM/HRMD-RTP 109 T.W. Alexander Drive, Mail Code C639-02 Research Triangle Park, NC 27711

Phone: (919) 541-2477 Fax: (919) 541-2186

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of the message.

----Original Message-----

From: Barja, Kyle

Sent: Monday, March 19, 2018 4:05 PM To: Hupp, Millan <a href="mailto:hupp.millan@epa.gov">hupp.millan@epa.gov</a>

Cc: Carr, Dorothy <a href="Carr.Dorothy@epa.gov">Carr.Dorothy@epa.gov</a>; Taylor, Jeremy <a href="Jeremy@epa.gov">Laylor, Jeremy@epa.gov</a>; Munoz, Charles

<munoz.charles@epa.gov>
Subject: RE: Hupp: SF - 306

Hi Millan,

Your salary of \$88,450 per annum is correct based off of the paperwork that was submitted for you at that time. We received the request to convert you to an AD appointment and increase your salary to \$114,590 per annum last week. The effective date of your conversion will be 04/01/2018. I'll send you a memo containing information about your conversion later this week. If you have any questions regarding the timing of this action, please direct them to Charles Munoz.

Thanks, Kyle

Kyle Barja HR Specialist U.S. Environmental Protection Agency OARM/HRMD-RTP

109 T.W. Alexander Drive, Mail Code C639-02 Research Triangle Park, NC 27711

Phone: (919) 541-2477 Fax: (919) 541-2186

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----Original Message-----From: Hupp, Millan

Sent: Monday, March 19, 2018 11:01 AM To: Barja, Kyle <Barja.Kyle@epa.gov>

Subject: Re: Hupp: SF - 306

Kyle,

I have been serving in this position since last July. I'm curious as to why this promotion is just now being recognized? Additionally, I'd like to please know if that means that my salary has been incorrect since July 2017.

Thank you, Millan

Sent from my iPhone

On Mar 16, 2018, at 1:36 PM, Barja, Kyle <Barja.Kyle@epa.gov> wrote: